Appendix D: Record of Hours for Note Taking

Name of Note Taker: _____

Pay Period: From: _____ To: _____

Date	Student Name & ID Number	Course Code	Start Time	Stop Time	Total Time	Daily Total	Student Signature

INSTRUCTIONS: Please put only one total for each day's work for this service in the final column. If you need more than one sheet, please mark in the upper right corner of each page the pages such as "Page 1 of 2", "Page 2 of 2" for example.