

**IP's WORK RECORD**

**Case Name** **No.** **Reference**

**Date instructed by Unit/Agent:**

**Case Officer:**

**Partner Responsible:**

**Hourly Rate agreed for:** (a) **Case Officer** £ (b) **Partner** £

**Date agreed:** (Please attach supporting correspondence.)

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**Work done:** **Date:**

1. **Reading Documents**

Documents read:

No of pages read:

Material new to IP? Yes/No

Purposes for which material read:  
(e.g. approve draft affidavit)

Amendments made to document? Yes/No

If Yes, tick Minor/Few Average Numerous/  
Substantial

Time spent: from..... to .....

Discussed within Firm? Yes/No

If Yes, time spent discussing: from ..... to .....

with .....

2. **Preparing Documents**

Identity of Document being prepared:

No. of pages drafted:

Time spent: from .....to .....

Time spent collating/  
photocopying: from ..... to  
.....

No. of pages copied/collated:

3. Telephone Attendances

Date:

Call to/from:

Re:

Purpose of Call/Notes of Call:

Time spent: from .....to .....

4. Meetings

Date:

Meeting with:

Re:

Purpose of Meeting/Notes of Meeting:

Time spent: from ..... to .....

5. Additional Factors

Please list here any other factors which affected the time spent (e.g. detailed calculations, etc):