

Project Insight Inc.

Service Log

Month/Year: _____

Date	Begin Time		End Time		Hours	Client	Type of Service	Client / Guardian Initial	Comments & Observations
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Note: Client/Guardian Initials above confirm that the hours shown are a true and accurate account of the length and type of service provided. Services not authorized by DDD, Project Insight and initialed by client or guardian will not be paid.

Completed Service Logs must be received in the Tucson office **by 9:00 AM** every other Monday, check with office for schedule.

Logs received late will not be paid until the following pay period. Logs received more than 45 days after the date of service may not be paid.

One month, one client and one service per sheet.

Staff Name: (Print) _____

Total Number of Hours: _____

Staff Signature: _____

PI Supervisor's Signature: _____

Date Received: _____