Revision Request Log

Date Received	Project Name	Revision Type (Narrator Error/ Author Change)	Scope (Section/ Chapter/ Full)	Est. Hours (Hrs)	Comp. Date	Billable (Y/N)	Notes

How to Use

- Log every revision request as soon as as it't received
- Clearly distinguish between narrator errors (your responsibility) and author changes (potentially billable).
- Track scope and estimated time for better future planning.
- Mark billable and add notes on communication or special instructions.