

INVESTIGATION TIMESHEET

Client name MR JOHN SCAPE AND MRS ANN SCAPE
Client Number 123456789

Address 2 COLLINS ROAD, TOORAK
Project plan PPR INVESTIGATION
Investigator Name JANE SMITH

Date/ time	Description of action	Folio ref
10/01/25 06:22	Email to customer confirming correct email address	DOC/01/123456789
10/01/25 06:22	Email to customer with entry letter attached	DOC/03/123456789
10/01/25 06:22	New IC created - 123456789	
10/01/25 06:23	Email from taxpayer confirming correct email address	DOC/04/123456789
10/01/25 06:24	Entry letter saved to hp10 - response due on the 30 April 2025	DOC/05/123456789
10/01/25 06:38	Title searches, electricity searches, RTBA bond, ATO returns summary and COI PIC saved to hp10	
01/05/25 15:49	Email sent to taxpayer with reminder letter attached.	DOC/06/123456789
01/05/25 15:49	Reminder letter saved to hp10 - response due on the 8 May 2025	DOC/07/123456789
05/05/25 13:24	Worked on draft investigation report	DOC/08/123456789
06/05/25 13:24	Title search saved to hp10	DOC/09/123456789
06/05/25 13:25	Worked on draft investigation report	
12/05/25 10:28	Updated investigation report and final check completed.	
12/05/25 10:32	Investigation outcome letters saved to hp10	
30/05/25 08:36	Email sent to taxpayer with exit letter attached	DOC/10/123456789
30/05/25 09:19	I have reviewed the above file and agree with the decision. I have processed the following amendments; PPR removed Issued 2021 - 2023 LTX assessment	
01/06/25 08:25	Updated periods tab and revenue line details. Finalised action sheet and closed IC.	