FREELANCE REVISION APPROVAL LOG

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Give each requested revision a short unique title.

STEP 2 Record the original request, its contract reference and who must reply.

STEP 3 Mark complete only when a documented approval or delivery has occurred.

STEP 4 Which fact or document still needs checking?

FREELANCE REVISION APPROVAL LOG

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW / SCHEDULED TIME	STEP OR DELIVERABLE	RESPONSIBLE PERSON	PROGRESS	EVIDENCE AND NEXT CONFIRMATION

Outstanding question or record to confirm

FREELANCE REVISION APPROVAL LOG

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Give each requested revision a short unique title.

Concrete next action	Owner / due

ACTION 2 Record the original request, its contract reference and who must reply.

Concrete next action	Owner / due

ACTION 3 Mark complete only when a documented approval or delivery has occurred.

Concrete next action	Owner / due

IMPORTANT CONTEXT

The log is not an electronically signed contract and does not create legally binding change orders.

- [ ] Source checked
- [ ] Next action assigned