Hello Northwind Studio,

Alex Morgan would like to notify you that they tracked a total of 28 hours on your projects during the period of 1 Oct 2026 to 31 Oct 2026.

Date	Project	Notes	Tracked
1 Oct 2026, 9 AM	Website redesign	Kickoff and sitemap review	1 hour.
1 Oct 2026, 1:30 PM	Design system	Audit existing components	2 hours.
2 Oct 2026, 9 AM	Website redesign	Homepage wireframes	2 hours.
5 Oct 2026, 10 AM	SEO retainer	Keyword research	1 hour.
6 Oct 2026, 9:30 AM	Website redesign	Homepage visual design	3 hours.
7 Oct 2026, 2 PM	Design system	Button and form tokens	1 hour.
8 Oct 2026, 9 AM	Website redesign	Client review and revisions	2 hours.
9 Oct 2026, 11 AM	SEO retainer	Technical SEO audit	2 hours.
12 Oct 2026, 9 AM	Design system	Component library cleanup	3 hours.
13 Oct 2026, 1 PM	Website redesign	About page design	1 hour.
14 Oct 2026, 9:30 AM	Website redesign	Responsive layouts	3 hours.
15 Oct 2026, 10 AM	SEO retainer	Content brief and outline	1 hour.
16 Oct 2026, 9 AM	Design system	Documentation pass	2 hours.
19 Oct 2026, 2 PM	Website redesign	Contact page and forms	1 hour.
20 Oct 2026, 9 AM	Website redesign	Developer handoff	3 hours.

The ClaroHQ team.