Time Sheet



Client Name

Employee's Name

For the Period

Manager's Name

Week Ending	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Notes

Total Hours

Entered By (Consultant's signature certifies that this timesheet is a true and accurate summary of hours worked.)

Approved By (Manager's signature certifies that the Manager is authorized to approve the consultant's timesheet.)

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Date:

Lead IT Corporation, Fax: 801.705.2524 * www.leaditgroup.com

Thanks for Your Business - Lead IT Values for Quality and Service.

Date: