# Time Sheet

**Name**_____ **Week Ending:** _____

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|---|---|---|---|---|---|---|---|---|
| Time In | | | | | | | | |
| Time Out | | | | | | | | |
| Hrs. Worked | | | | | | | | |
| – Lunch, etc | ( ) | ( ) | ( ) | ( ) | ( ) | ( ) | ( ) | |
| | Worked on | Worked on | Worked on | Worked on | Worked on | Worked on | Worked on | |
| | Client / Time | Client / Time | Client / Time | Client / Time | Client / Time | Client / Time | Client / Time | |
| | Administration | Administration | Administration | Administration | Administration | Administration | Administration | |
| Total Hours | | | | | | | | |

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