DAILY TIME SHEET

Name:_____

Date: _____

	Job/Account	Client	Task	Posted		Job/Account	Client	Task	Posted
8:15					**1:15**				
8:30					**1:30**				
8:45					**1:45**				
9:00					**2:00**				
9:15					**2:15**				
9:30					**2:30**				
9:45					**2:45**				
10:00					**3:00**				
10:15					**3:15**				
10:30					**3:30**				
10:45					**3:45**				
11:00					**4:00**				
11:15					**4:15**				
11:30					**4:30**				
11:45					**4:45**				
12:00					**5:00**				
12:15									
12:30									
12:45									
1:00									

BEFORE/AFTER HOURS

Start	Finish	Job/Account	Client	Task	Posted

EXPENSES

Job/Account	Client	Item/$	Posted

Enter all productive time daily by job or account number, including in-house activity. For periods of no activity, enter 0000. Round up for activities taking less than 15 minutes. Do not assign more than one job/account number to each 15 minute segment. Entries in the first 30 minutes of each day, and the period from noon to 1:00 are not necessary unless you are productively occupied during those periods. Any time before 8:00 and after 5:00 should be recorded as before or after hours time in minimal increments of a half hour.

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