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PROJECT TIMESHEET

NAME | ROLE | WEEK STARTING | APPROVED BY

Project / client / job code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Billable	Notes
									☐	
									☐	
									☐	
									☐	
									☐	
									☐	

Total hours this week

WORK SUMMARY / NOTES FOR INVOICING

Signature / date

Approved / date