DAILY TIME SHEET (USE INK ONLY)

DATE_____ SIGNATURE_____

TIME	WP	CHARGE	ACTIVITY	TIME	WP	CHARGE	ACTIVITY
7:00				1:00			
7:12				1:12			
7:24				1:24			
7:36				1:36			
7:48				1:48			
8:00				2:00			
8:12				2:12			
8:24				2:24			
8:36				2:36			
8:48				2:48			
9:00				3:00			
9:12				3:12			
9:24				3:24			
9:36				3:36			
9:48				3:48			
10:00				4:00			
10:12				4:12			
10:24				4:24			
10:36				4:36			
10:48				4:48			
11:00				5:00			
11:12				5:12			
11:24				5:24			
11:36				5:36			
11:48				5:48			
12:00				6:00			
12:12				6:12			
12:24				6:24			
12:36				6:36			
12:48				6:48			

Additional Hours _____

SUMMARY FOR THE DAY

CLIENT	HRS	WP HRS	CLIENT	HRS	WP HRS	CLIENT	HRS	WP HRS	TOTAL CLIENT HOURS		WP HRS
									OVERHEAD HOURS (REGULAR)		
									OVERHEAD HOURS (MARKETING)		
									OVERHEAD HOURS (SALES CONTACTS)		CONTACTS
									LEAVE HOURS		
									TOTAL HOURS FOR THE DAY		WP