

# Daily Time Sheet

XYZ Corp.

NAME Steve Smith

1 Seattle

DATE December 1, 2005

DEPARTMENT 44512 LOCATION 5941551

EMPLOYEE NUMBER SOCIAL SECURITY #  
5148451515

SHIFT TIME RECORD FOR  JOB  CONTRACT  CONTRACT NAME / NUMBER

	CLIENT	PROFESSIONAL SERVICE	APPOINTMENT			TOTAL TIME
			Schedule	Start	Stop	
1	Amazon.com	Analyze Software Proposal	8:30 AM	8:15 AM	10:00 AM	1:45
2	Boeing	Close sale	11:00 AM	11:00 AM	12:30 PM	1:30
3	Starbucks	Contract analysis	NA	3:00 PM	4:30 PM	1:30
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

REVIEW OF SERVICES RENDERED				
2	Appointments	Boeing	Time	3 Hrs 15 Mins
1	Appointments	Starbucks	Time	1 Hrs 30 Mins
	Appointments		Time	
	Appointments		Time	
	Appointments		Time	
	Appointments		Time	

Steve Martin  
SUPERVISOR  
Sally Smith  
EMPLOYEE  
PAYROLL

Sample