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**Time sheet**

Day	Date	Time In	Time Out	Total Hours	Notes for Project
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**Weekly Total Hours worked:** \_\_\_\_\_

To ensure timely payment, please fax your time sheets at the end of every week to:

**212-209-7159**

Consultant Name & Signature	Client Name and Signature

Save a copy for your own personal records