

TIMESHEET

WEEK ENDING _____

Day	Date	Time In	Time Out	Break	Total Hrs
Sun					
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Total Hours in the week					

Consultant Signature

Client Signature

Consultant Name

Name & Title

Date

Company Name

Date

Note

- a) Timesheet should be submitted every Monday by 3.00 pm for the previous week
- b) Timesheet has to have Client's approval signature and should be submitted via fax/email to timesheet@strat-innova.com