****

**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

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| **PROJECT TIMESHEET** | | | | | | | |
|
| |  |  | | --- | --- | | **Manager:** | **Today Date :** | | **Pay period start date :** | **Pay period end date :** | | | | | | | | |
| **Project name** | **Project ID** | **Client name** | **Activity** | **Start Time** | **End Time** | **Billable Hours** | **Notes** |
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| **TOTAL BILLABLE HOURS** | | | | | | **$0.00** |  |
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| **Manager signature:** | | | **Date :** | | |  |  |
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