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**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

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| --- |
| **PROJECT TIMESHEET** |
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| **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** |  |
|  |  |  |  |  |  |  |  |
| **Manager signature:** | **Date :**  |  |  |
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