



Instructions for use:

- 1. Select "file"
- 2. Select "Make a copy"
- 3. Customize

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
TOTAL BILLABLE HOURS						\$0.00	

Manager signature:	Date :
--------------------	--------