

DAILY TIME SHEET

Date	Employee
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	DESCRIPTION	TIME STARTED	TIME STOPPED	TOTAL TIME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
	TOTAL			

Employee Signature	
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