



Monthly Time Sheet

Instructions: This timesheet allows for entry of time worked in either **days** or **hours**, depending on billing or preference. Be sure to select The Month and Year as well as the type of input you will be using before entering time worked in the green **Input** column.

Enter Month and Year ----->>>> Type of Input:

Hours worked to the nearest quarter hour.				
Notes	Day of Month	Input	Hours	Days
Totals:				

Client:	<input style="width: 95%;" type="text"/>
Location Department:	<input style="width: 95%;" type="text"/>
Client Project Manager:	<input style="width: 95%;" type="text"/>
Client Phone Number:	<input style="width: 95%;" type="text"/>

Subcontractor Name:	<input style="width: 95%;" type="text"/>
Company Name:	<input style="width: 95%;" type="text"/>
Work Phone:	<input style="width: 95%;" type="text"/>

PO or Contract Number:	<input style="width: 95%;" type="text"/>
Project Name:	<input style="width: 95%;" type="text"/>

I hereby certify that the hours shown hereon were worked during the week ending designated above.

X _____
SUBCONTRACTOR SIGNATURE **DATE (D/M/Y)**

Being duly authorized on behalf of Client, undersigned certifies that the hours shown hereon are correct and work satisfactorily completed.

X _____
CLIENT PROJECT MANAGER SIGNATURE **DATE (D/M/Y)**