Project Timesheet

Time per client, project and task, with billable hours and amounts.

TimoDesk

Name _____ **Week starting** _____

Approver _____ **Default rate** _____

Date	Client	Project	Task / description	Start	End	Break (min)	Hours	Billable (Y/N)	Rate	Amount
						Totals				

Notes

Total hours	
Billable hours	
Non-billable hours	
Billable amount	

Employee signature _____ **Date** _____

Approved by _____ **Date** _____

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