



PO BOX 6226, GREENVILLE, SC 29606  
 PHONE: (864) 244-6123 FAX: (864) 244-8458

COMPANY NAME:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR SERVICES OF:

\_\_\_\_\_

WEEK ENDING:

\_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTALS
STRAIGHT TIME								
OVERTIME								
HOLIDAY								
TOTALS								

PROJECT NUMBER	STRAIGHT TIME HOURS	OVERTIME HOURS	CHARGE PER PROJECT

TIME APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_