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| **Daily Timesheet** | | | | | | | | | | | | | | | | |
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| **[XYZ Corporation Company]** | | | | | | | | | | | | | | | | |
| [63 Trenton Court, Barrington, IL 60010] | | | | | | | | | | | | | | | | |
| [xyzcorporation@email.com] | | | | | | | | | | | | | | | | |
| [+1-202-555-0194] | | | | | | | | | | | | | | | | |
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| Name: | | Brooklyn | | | | | | |  | Department: | | Marketing | | | | |
| Date: | | 15-04-19 | | | | | | |  | Employee ID: | | XYZ142 | | | | |
| Contact No.: | | 202-555-0194 | | | | | | |  |  |  |  | | | |  |
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| **Time Record For:** | | | | | |  |  |  | |  |  | | |  | |  |
| ☐ Shift | |  | √ Job | | | |  | ☐ Contract, If Contract; | | | | Name: | | |  | |
|  | |  |  | | | |  |  | |  |  | Number: | | |  | |
|  | |  |  | | | |  |  | |  |  | | |  | |  |
| **Sl. No.** | **Clients** | | | **Professional Services** | | | | | | **Appointment** | | | | | | **Total Time** |
| **Schedule** | **Start** | | | **Stop** | |
| 1 | Client | | | Product Review | | | | | | 9:30 AM | 9:25 AM | | | 11:00 AM | | 1:35 |
| 2 | Client | | | Change in Process | | | | | | 1:00 PM | 1:00 PM | | | 2:30 PM | | 1:30 |
| 3 | Client | | | Marketing Strategy | | | | | | 3:30 AM | 3:30 PM | | | 4:30 PM | | 1:00 |
| 4 | Client | | | Product Research | | | | | | 5:30 AM | 5:15 PM | | | 6:30 PM | | 1:15 |
|  |  | | |  | | | | | |  |  | | |  | |  |
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| Supervisor Signature | | | | |  | | Employee Signature | | | |  | | Payroll Administrator Signature | | | |