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| JOB TIMESHEET | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
| **COMPANY INFORMATION:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Company Name: | [Mention Company Name] | |  | City: | | | [Mention City] | | | | | | |  | | Phone: | | [Mention Phone Number] | | | | | | | | |
|  | | | | |  |  | |  |  |  |  |  | | |  | |  |  |  | |  | | | | |  | |
| Address/Venue: | [Mention address/venue] | |  | Zip: | | | [Mention Zip Code] | | | | | | | |  | | Fax: | [Mention Fax Number] | | | | | | | | |
|  | | | | |  |  | |  |  |  |  |  | | |  | |  |  |  | |  | | | | |  | |
| **EMPLOYEE INFORMATION:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Employee Name: | [Mention employee Name] | |  | Phone: | | | [Mention Phone Number] | | | | | | | |  | | Tax ID: | [Mention Tax Id] | | | | | | | | |
|  | | | | |  |  | |  |  |  |  |  | | |  | |  |  |  | |  | | | | |  | |
| Manager Name: | [Mention Manager Name] | |  | Email: | | | [Mention Email Address] | | | | | | | |  | |  |  |  | | | |  | | |
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| **TIMESHEET:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **START TIME** | **END TIME** | **JOB TYPE** | **TASK DESCRIPTION** | | | | | | | | | | **OFFICE HOURS** | | | | | | **OFFICE OUTSIDE HOURS** | | | | | | | |
| 8:30 AM | 12:00 PM | Sales and Marketing | Marketing Studies | | | | | | | | | | 3.50 | | | | | | 3.6 | | | | | | | |
| 9:00 AM | 1:30 PM | Analyst | Analysis and Satisfaction of consumer needs. | | | | | | | | | | 4.50 | | | | | | 2.8 | | | | | | | |
| 9:30 AM | 3:00 PM | Quality Control | Control competition | | | | | | | | | | 5.50 | | | | | | 3 | | | | | | | |
| 10:00 AM | 4:00 PM | Management | Managing Distribution Costs | | | | | | | | | | 6.00 | | | | | | 2 | | | | | | | |
|  |  |  |  | | | | | | | | | | **29.00** | | | | | | **18.1** | | | | | | | |