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| JOB TIMESHEET |
|
| **COMPANY INFORMATION:** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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:** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employee Name: | [Mention employee Name] |  | Phone: | [Mention Phone Number] |  | Tax ID: | [Mention Tax Id] |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Manager Name: | [Mention Manager Name] |  | Email: | [Mention Email Address] |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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** |