

# PROJECT TIMESHEET

One row per project or task, hours per day. Total each row across and each day down.

Name \_\_\_\_\_ Week starting (Mon) \_\_\_\_\_

Client / department \_\_\_\_\_ Billable rate \_\_\_\_\_

| Project / task | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Hours | Amount |
|----------------|-----|-----|-----|-----|-----|-----|-----|-------|--------|
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
|                |     |     |     |     |     |     |     |       |        |
| Daily totals   |     |     |     |     |     |     |     |       |        |

Total hours

TOTAL AMOUNT

Enter hours as decimals (1.5 = one hour thirty). No overtime split — project sheets track effort by job; use the weekly timesheet for payroll overtime.

\_\_\_\_\_  
Prepared by / date

\_\_\_\_\_  
Approved by / date