



\_\_\_\_\_  
NAME OF CLIENT

## DAILY TIMESHEET

\_\_\_\_\_  
Name

\_\_\_\_\_  
Pay Period Start  
(The 1st or the 16th)

\_\_\_\_\_  
Pay Period End  
(The 15th or the EOM)

Week One									Total
Week Two									Total
Week Three									Total

Place an "x" in this box if this is your last timesheet.     

Comments:

\_\_\_\_\_  
Employee signature      Telephone

\_\_\_\_\_  
Client Approval      Telephone

Approver: once approved - email timesheet to [joel@lookoutsource.com](mailto:joel@lookoutsource.com) or fax to 408-733-4791. If you have any questions or would like this form in an Excel format, email or call 408-733-4790.