**Timesheet**

Employee Name: Jake Ransome

Hourly Rate: £12.50

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day of Week** | **Meeting Hours** | **Working Hours** | **Justification** | **Total Hours** |
| Monday | 1 | 4 | **Marketing:** Collated market research into a single file with some additional analysis | 5 |
| Tuesday |  | 2 | **Marketing:** Further research into WizIQ with an online chat and email | 2 |
| Wednesday |  |  |  |  |
| Thursday |  | 2 | **Marketing:** Specific advertisement costs towards Facebook and Youtube. Made second enquiry to TES magazine | 2 |
| Friday | 1.5 | 3 | **Marketing (1.5):** Looked at specific figures of target market  **Finance (1.5):** Using market research attempted to estimate a product price | 4.5 |
| Saturday |  | 3.75 | **Marketing (2):** Looked further into specific figures on market share, techniques for market penetration, enquired about advertisement costs of WizIQ  **Finance (1.75):** Worked with finance manager to come up with product pricing and sales methods | 3.75 |
| Sunday |  | 2.5 | **Finance:** Financial projection justifications | 2.5 |
|  |  |  |  |  |
| **Total Hours:** | 2.5 | 17.25 |  | 19.75 |

Week Commencing: 18th May 2015

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note

In your justification section please put down your activities; activities that can be put down are; **Marketing, Presentations, Software Implementation, Testing, Finance, Administration, Management, User experience**. Also please split your working hours into how many you did for each activity.