**${companyname2} FAX:**

**Consultant Timesheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Client Name** | | | | | | | **Consultant Name** | | | | | |
| ${companyname} | | | | | | | ${yourname} | | | | | |
| **TIME REPORTING** | | | | | | | | | | | | |
|  | **Sun** | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | **Sat** |  |
| **Date** | \_\_\_\_/\_\_\_\_ | **${Value1}** | | **${Value2}** | | **${Value3}** | | **${Value4}** | | **${Value5}** | \_\_\_\_/\_\_\_\_ | **TOTAL** |
| PROJECT NAME |  |  | |  | |  | |  | |  |  |  |
|  |  | ${Value6} | | ${Value7} | | ${Value8} | | ${Value9} | | ${Value10} |  |  |
|  |  |  | |  | |  | |  | |  |  |  |
|  |  |  | |  | |  | |  | |  |  |  |
|  |  |  | |  | |  | |  | |  |  |  |
|  |  |  | |  | |  | |  | |  |  |  |
| **TOTAL HOURS** |  | **${hours1}** | | **${hours2}** | | **${hours3}** | | **${hours4}** | | **${hours5}** |  | **${th}** |
| **EXPENSE REPORTING** | | | | | | | | | | | | |
| **Date** | **NOTES** | | | | **Meals** | | **AIRFARE** | | **HOTEL** | **MILEAGE** | **OTHER** | **Total** |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| \_\_\_\_/\_\_\_\_ |  | | | |  | |  | |  |  |  |  |
| **TOTALS** |  | | | |  | |  | |  |  |  |  |
| **AUTHORIZATION** | | | | | | | | | | | | |
| **CONSULTANT’S SIGNATURE** | | | **PLEASE PRINT NAME** | | | | | | **DATE** | | | |
|  | | | ${yourname} | | | | | | ${date} | | | |
| **CLIENT’S SIGNATURE** | | | **PLEASE PRINT NAME** | | | | | | **DATE** | | | |
|  | | | ${clientmanager} | | | | | | ${date} | | | |
| **NOTE:** Execution of this form by the client constitutes certification and agreement that the total hours listed are correct as stated, the expenses are legitimate and accurate, the work was performed in a satisfactory manner, and the services will be paid for at the agreed-upon rate. | | | | | | | | | | | | |