



Techwriters Time Sheet
Fax in by the 16th of the month

Name: _____ Month: _____ **1-15, 2010**

Date	Day	In	Out	In	Out	Work Performed	Reg. Hours	OT Hours	Total Hours
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total:									

If last time sheet for this job, check here:

Consultant's signature: _____

Manager's signature: _____

Manager's approval of overtime _____

Company: _____

Techwriters will not pay overtime unless expressly approved by your Manager's signature above. By signing, Manager agrees to pay overtime pay. Overtime, in general, is considered work performed in excess of 8 hours in a day, work in excess of 40 hours in a week, and work on the seventh day of a workweek (California Labor Code Section 600-558).

Note: By signing this timesheet documenting the hours worked by the Consultant, Client's Manager, Supervisor, Employee or Agent does accept, approve, and find satisfactory the work performed during these hours. Client agrees to remit all amounts owed to Techwriters within fifteen (15) days of receipt of a Techwriters' invoice for these hours.

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