



W.T.I. Use Only

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Techwriters Time Sheet

Fax in by the 1st of the month

Name: \_\_\_\_\_ Month: \_\_\_\_\_ 16-31, 2008

Date	Day	In	Out	In	Out	Work Performed	Reg. Hours	OT Hours	Total Hours
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
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.