

# Weekly Time Report

Instructions:

1. Have your manager sign the completed timesheet
2. Fax or e-mail the signed timesheet every Friday to:

Fax: **630-578-1338**    E-Mail: **michele@oakenterprises.com**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Week Ending

\_\_\_\_\_  
Client Name

	In								
	Out								
Description	Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
	Date								
									<b>Weekly Total</b>

I certify that this report is a correct statement of my time:

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Manager Approval