

Weekly Time Report

Instructions:

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

Fax: **847-697-7547** E-Mail: **paula@oakenterprises.com**

Name

Week Ending

Client Name

Description	In							
	Out							
Day	Date	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
								Weekly Total

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

Consultant Signature

Manager Approval