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|  | **COMPANY NAME** | | | | |  |  |  |
|  | 1025 Marwell Street, 21554 New York, US | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Daily Timesheet** | | |  |  |  |  |  |
|  | **DATE:** |  | **NAME:** |  |  |  |  |  |
|  | June 17, 2023 | | Alex Johnson | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Time** | **Activity** | | | | **Client** | **Billable** |  |
|  | 7:00 - 7:30 | Tickets design | | | | Express Travel | YES |  |
|  | 7:30 - 8:00 | Database information entering | | | | Express Travel | YES |  |
|  | 8:00 - 8:30 | Samples generation | | | | Express Travel | YES |  |
|  | 8:30 - 9:00 | Barcode reading verification | | | | Express Travel | YES |  |
|  | 9:00 - 9:30 | Breakfast | | | |  |  |  |
|  | 9:30 - 10:00 | Cover page template design | | | | Athletic Journal | YES |  |
|  | 10:00 - 10:30 | Text about supplements (professional sport) | | | | Athletic Journal | YES |  |
|  | 10:30 - 11:00 | Standard Operating Procedure writing - internal | | | |  | NO |  |
|  | 11:00 - 11:30 | Standard Operating Procedure writing - internal | | | |  | NO |  |
|  | 11:30 - 12:00 | Standard Operating Procedure writing - internal | | | |  | NO |  |
|  | 12:00 - 12:30 | Advertising flyer for a night at the museum | | | | National Museum | YES |  |
|  | 12:30 - 13:00 | Advertising flyer for a night at the museum | | | | National Museum | YES |  |
|  | 13:00 - 13:30 | Coffee Break | | | |  |  |  |
|  | 13:30 - 14:00 | Article writing: American life style - intro | | | | The best newspaper | YES |  |
|  | 14:00 - 14:30 | Article writing: American life style - chapter 1 | | | | The best newspaper | YES |  |
|  | 14:30 - 15:00 | Article writing: American life style - chapter 2 | | | | The best newspaper | YES |  |
|  | 15:00 - 15:30 |  | | | |  |  |  |
|  | 15:30 - 16:00 |  | | | |  |  |  |
|  | 16:00 - 16:30 |  | | | |  |  |  |
|  | 16:30 - 17:00 |  | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | NOTES: Things that should be mentioned go here. | | | | | Total hours: | **8:00:00** |  |
|  | Total billable hours: | **5:30:00** |  |
|  | Charging rate: | **$20.00** |  |
|  | Amount earned: | **$110.00** |  |
|  |  |  |  |  |  |  |  |  |
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