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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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