JOANNE MANSFIELD LEGAL PERSONNEL, INC.
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TIME SHEET

Employee: _____ Position: _____

Client: _____

Date	Start Time	Lunch*	End Time	Total Hours
			Weekly Total	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

*Please note that lunches and/or breaks are unpaid.

Kindly remit this completed and signed time sheet in PDF format to jomanlegal@gmail.com by 5:00 pm Friday of the week in which the work was completed.