

TIME SHEET



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CHASE TECHNOLOGY CONSULTANT'S SAMPLE TIME SHEET

Notice:

Chase Technology Consultants must receive this completed and signed time sheet no later than Monday by 3:00 PM EST in order to process your payroll to arrive on Friday of each week. You may call or email Chase Technology Consultants to verify your time sheet has been received.

Section 1: This section to be completed by Chase Technology Consultant employee. After employee completion, Section 2 must be completed by authorized client company personnel. Time sheet should then be faxed to Chase Technology Consultants by the payroll deadline above.

Chase Technology Consultant Employee Name: _____

Client Company Name: _____

For the Pay Period: Beginning ____/____/____ (Monday) and Ending ____/____/____ (Sunday)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	HOUR:MIN	HOUR:MIN	HOUR:MIN	HOUR:MIN	HOUR:MIN	HOUR:MIN	HOUR:MIN
Arrive	:	:	:	:	:	:	:
Depart	:	:	:	:	:	:	:
DAILY HOURS WORKED							

Total Hours Worked for the Period: _____

Chase Technology Consultant Employee Signature: _____

Section 2: This section to be completed by authorized client company personnel.

By signing below, you certify that all work performed by the Chase Technology Consultant employee named herein, during the specific period, was consistent with industry standards and performed to your reasonable satisfaction. Furthermore, you certify that the "Total Hours Worked for the Period" as shown above shall be controlling for all billing purposes.

Client Company Authorized Signature: _____ **Date:** ____/____/____

Name: _____ **Title:** _____