

STAT TECH SERVICES

A div of STATCO, INC.

Bringing People Together

PO Box 2100

Lynnwood, WA 98036

ph: 425-771-1001 fax: 206-299-9339

WEEKLY TIME SHEET

Employee Name:

Dept:

Week End

Client:

Phone:

Supervisor:

Date	PROJ. NAME	PROJ. No.	Regular Hrs.	Overtime Hrs.	Total Hrs.
WEEKLY TOTALS					

Employee Signature:

Date:

Supervisor Signature:

Date:

NOTE: ALL HOURS SHALL BE CALLED IN OR FAXED BY 10:00 AM MONDAY MORNING.

ORIGINAL COPY: SEND TO STAT TECH, ADDRESS ABOVE, MAKE THREE COPIES WITH SIGNATURES.

COPY 1: FOR SUPERVISOR.

COPY 2: FOR ACCOUNTING DEPT.

COPY 3: FOR EMPLOYEE