

Marketing Intelligence Consulting	Billable Time
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Graduate School of Business Administration
 Lincoln Center
 New York, NY 10023

Employee:
 Manager:
 Employee phone no.:
 Employee e-mail:

							Week ending:
Weekly Time Sheet							
Day	Date	Name	Project Area	Tasks Performed	Billable Hours in 1/4 Hr increments	Travel & Other Hours	Total
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total hours							

							Week ending:
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