**BILLABLE PROJECT TEMPLATE**

**Employee Id: Employee Name: Supervisor Name:**

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| --- | --- | --- |
|  |  |  |

**Start Date: Regular Work Hours: Overtime Multiple:**

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| --- | --- | --- |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Project** | **Task** | **Normal Work hours** | **Over**  **time** | **Total Hours** | **Rate**  **(Per hour)** | **Amount** |
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| **Total** |  |  |  |  |  |  |  |

**Total Hours: Total Billable:**

|  |  |
| --- | --- |
|  |  |

**Date: Supervisor’s Signature:**

|  |  |
| --- | --- |
|  |  |

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