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| **Biweekly Timesheet with Notes** | | | | | | | | | | | |
| Company Name: | |  | | | | | | | | | |
| Employee Name: | |  | | | | | | | | | |
| Start Date: | |  | | | | | | | | | |
|  |  | |  | |  |  |  |  |  |  | |
| **Date** | **Day** | | **Time In** | **Time Out** | | **Lunch** | **Time In** | **Time Out** | **Total Hours** | **Notes** | |
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|  |  | |  |  | |  |  | ***Weekly Total:*** |  |  | |
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|  |  | |  |  | |  |  | ***Weekly Total:*** |  |  | |
|  | | |  |  | |  |  | |  |  | |
| **Total Billable Hours*:*** | |  | |  |