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|   | **DAILY TIMESHEET TEMPLATE** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | DATE |   |   |   |   | COMPANY NAME |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | EMPLOYEE | PROJECT | CLOCK IN | CLOCK OUT | TOTAL TIME | NOTES |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |  |  | **08:00** | **19:00** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 2h 00m | 1h 00m |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   |   |  |  | **08:00** | **16:25** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 0h 25m | 0h 00m |   |   |
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|   |   |  |  | **07:45** | **15:40** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 7h 55m | 0h 00m | 0h 00m |   |   |
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|   |   |  |  | **07:30** | **15:50** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 0h 20m | 0h 00m |   |   |
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|   |   |  |  | **08:10** | **16:15** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 0h 05m | 0h 00m |   |   |
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|   |   |  |  | **08:15** | **16:40** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 0h 25m | 0h 00m |   |   |
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|   |   |  |  | **07:50** | **16:00** |   | REGULAR | OT | DOT |   |   |   |
|   |   |   |   | 8h 00m | 0h 10m | 0h 00m |   |   |
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