



Contractor Timesheet

Timecards are due on the Tuesday at noon before payday. Please refer to your Payroll Calendar for exact time and dates.

| | | | |
|------------------------------|--|----------------------------|--|
| Contractor Name | | Supervisor | |
| Client Company | | Department | |
| Pay Period Start Date | | Pay Period End Date | |

| Day | In | Out | In | Out | Total Hours | Day | In | Out | In | Out | Total Hours |
|---------------------------|----|-----|----|-----|-------------|---------------------------|----|-----|----|-----|-------------|
| Sun | | | | | | Sun | | | | | |
| Mon | | | | | | Mon | | | | | |
| Tue | | | | | | Tue | | | | | |
| Wed | | | | | | Wed | | | | | |
| Thu | | | | | | Thu | | | | | |
| Fri | | | | | | Fri | | | | | |
| Sat | | | | | | Sat | | | | | |
| Total Hours Week 1 | | | | | | Total Hours Week 2 | | | | | |

| | |
|-----------------------------------|--|
| Total Hours for Pay Period | |
|-----------------------------------|--|

Contractor Signature _____ Date _____

Client Contact Signature _____ Date _____

(My signature authorizes Encore to bill Client Company for above contractor's services for approved hours)

FAX TIME SHEETS AND INVOICES TO: 650-649-2602

Or scan/email to time@lowmargins.com