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| **Daily Time Card** | | | | | | | | | | | | |  | |
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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  | **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |  | |
|  |  |  |  | **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |  | |
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| **DAILY SUMMARY** |  |  |  |  |  |  |  |  |  |  |  |  | |
| Start | Finish | Breaks | Reg | OT | DT | Total | Notes | | | | | | |
|  |  |  |  |  |  |  |  | | | | | | |
| **WORK BREAKDOWN** |  |  |  |  |  |  |  |  |  |  |  |  | |
| Project | Cost Code | Start | Hrs | Units | Notes | | | | | | | | | |
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|  | **Totals** |  |  |  |  | | | | | | | | | |
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| **ADDITIONAL ITEMS** |  |  |  |  |  |  |  |  |  |  |  |  | |
| Date | Quantity | Cost Code | | Amount ($) | |  |  |  |  |  |  |  | |
|  |  |  | |  | |  |  |  |  |  |  | NOTES | |
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| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  |  | |  | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | Supervisor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
|  |  |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |  |  |  | |