



# SynergisticIT

The Source for High Impact Talent

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## MONTHLY TIMESHEET

**Consultant:** \_\_\_\_\_ **Client:** \_\_\_\_\_

**Please enter Project Description(s) and enter number of hours worked each day.  
Use Non-Billable Key for non-billable days.**

Project Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Non-Billable Days																

Project Description	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Non-Billable Days																

**Non-Billable Key**

- V - Vacation
- P - Personal
- H - Holiday
- S - Sick

**Total Billable Hours:** \_\_\_\_\_

Consultant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_