



Lambent
SERVICES

Biweekly Time Sheet

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30 East 20th St.
Suite 402
New York, NY 10003

Pay period start date: _____
Pay period end date: _____

Personal Assistant: _____

Client: _____

Day	Date	Start Time	Finish Time	Description	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total hours	

Employee signature Date

Client Signature Date