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**Services Time Sheet**

Date work performed	
Engineer	
Job Ticket Number	

**Customer Details**

Company	
Contact Name	
Phone Number	
Address	

**Description of Problem and/or Work Performed**

**Billing Details**

Date	Start Time	End Time	Travel Time	Other Billable Time	Breaks (hours)	Total Billable Time*

\*Please note that total billable time will be charged at hourly increments **Total**

**Expenses (attach receipts to original)**

Date	Expense Description	Purpose	Amount
<b>Total Expenses</b>			

\_\_\_\_\_  
 Engineer's Signature and Date

\_\_\_\_\_  
 Customer's Signature and Date

\_\_\_\_\_  
 Engineer's Name  
(certifying satisfactory performance, working hours as stated)

\_\_\_\_\_  
 Customer's Name  
(certifying satisfactory performance, working hours as stated)