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|   |   |   |   |   |   |   |   |
| **Freelancer Name:** |   |   |  |  |
| **Employer Name:** |   |   | **Date:** |  |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Task** |  | **Time In** | **Time Out** | **Total Hours** |
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|   |   |   |  |  |  | **Total Hours** |  |
| **Freelancer Signature:** |   |   |   | Rate Per Hour |  |
| **Employer Signature:** |   |   |  |  | **Total Pay** |  |
|   |   |   |   |   |   |   |   |
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|  |  |  |  |   |   |  | Brought to you by TimeDoctor.com |
| **Time Doctor (Sample)** |
|   |   |   |   |   |   |   |   |
| **Freelancer Name:** | John Doe |   |  |  |
| **Employer Name:** | Jane Doe |   | **Date:** | 9/10/2020 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Task** |  | **Time In** | **Time Out** | **Total Hours** |
| Checking emails |   | 9:00 AM | 10:00 AM | 1:00 |
| Start Project |   | 10:00 AM | 10:30 AM | 0:30 |
| Revise Project |   | 10:30 AM | 12:30 PM | 2:00 |
| Send Project |   | 2:00 PM | 3:00 PM | 1:00 |
| Client call |   | 3:00 PM | 3:45 PM | 0:45 |
|   |   |   |   | 0:00 |
|   |   |   |   | 0:00 |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** | **5:15** |
| **Freelancer Signature:** |   |   |   | Rate Per Hour | $15.00 |
| **Employer Signature:** |   |   |  |  | **Total Pay** | **$78.75** |
|   |   |   |   |   |   |   |   |
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|  |  |  |  |   |   |  | Brought to you by TimeDoctor.com |