

Client		
Project		
Position		
Employee		
Vessel		
Week	Year	

Weekly Timesheet

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Date	From	To	Total Hours	Overtime	Other Hours	Specify Other Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Advances Received

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Remark 1

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Remark 2

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Remark 3

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I hereby certify, that all information given here is true and correct.

Date	
Place	
Name Employee	

Name Client	
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Signature Employee (handwritten)

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Signature Client

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This timesheet can only be processed after written approval of the client and when you submitted this in your portal