Timesheets must be faxed 203-202-2687 to Ibase no later than 10:00 am every Monday!!!
If unable to obtain signature, please call hours in. Questions, call 203-202-2682
If unable to fax or phone email this file to Harvey Feuer (hfeuer@qtibs.com)

CONSULTING TIMESHEET

Last: _____ **First:** _____ **W/E Saturday:**

Month	Day	Year

CUSTOMER/DEPARTMENT	JOB/TASK#	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS
UNBILLABLE									
AVAILABLE									
HOLIDAY/FLEX HOLIDAY									
SICK/PERSONAL									
VACATION									
* OTHER									
* OTHER									
TOTAL HOURS									

* Education, Jury Duty, Family Funeral, Funeral, Paternity Leave …….

TOTAL EXPENSES BILLED TO CLIENT

CUSTOMER/DEPARTMENT	JOB/TASK#	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL

_____ Client Manager Signature

_____ Employee Signature