

TIME CARD & INVOICE

Contractor Payroll Document

Invoice No: _____

Date: _____

CONTRACTOR & CLIENT INFORMATION

Contractor:

Name: _____

Company: _____

Email: _____

Phone: _____

Client:

Name/Co: _____

Project: _____

Pay Period Start: _____

Pay Period End: _____

TIME LOG & WORK DESCRIPTION

DATE	DAY	DESCRIPTION OF WORK PERFORMED	HOURS	RATE	TOTAL

Total Hours: _____

Subtotal: _____

Other / Adjustments: _____

Total Due: _____

PAYMENT INSTRUCTIONS

Bank Name: _____

Account No: _____

Routing No: _____

Contractor Signature / Date

Authorized Client Approval / Date