

TIMESHEET & PAYROLL LEDGER

Independent Contractor Services

Pay Period Start:

Pay Period End:

Invoice Number:

CONTRACTOR INFORMATION

Name:

Company:

Email:

Phone:

CLIENT INFORMATION

Client Name:

Company:

Department:

Project:

DATE	DESCRIPTION OF WORK / DELIVERABLES	HOURS WORKED	HOURLY RATE	TOTAL AMOUNT

NOTES / MEMO

Total Hours:

Gross Earnings:

Reimbursable Expenses:

Adjustments:

Total Pay Net:

Contractor Signature

Date:

Authorized Approver Signature

Date: