



Talener Group, LLC
 11 East 44th Street, Suite 1200
 New York, NY 10017
 Telephone: 917-720-1080
 Fax: 917-720-1079
www.talener.com

Time sheet

Day	Date	Time In	Time Out	Total Hours	Notes for Project
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Weekly Total Hours worked: _____

To ensure timely payment, please fax your time sheets at the end of every week to:

917-720-1079

Consultant Name & Signature	Client Name and Signature

Save a copy for your own personal records