Sample Cleaning Co.

1400 Industrial Pkwy
Springfield, TN 37172
(615) 555-0142
office@samplecleaning.example
samplecleaning.example
License Insured (sample)

Timecard

Luis Ortega · Week of Oct 25, 2026 to Oct 31, 2026 · Not submitted

Day by day

Day	Job	Start	Stop	Type	Hours	Overtime
Sun Oct 25	No time					
Mon Oct 26	No time					
Tue Oct 27	No time					
Wed Oct 28	J-0014 Summit Law Group	5:00 PM	5:45 PM	Travel	0.75	
	J-0014 Summit Law Group	5:45 PM	12:30 AM	Work	6.75	
Thu Oct 29	J-0014 Summit Law Group	12:30 AM	1:20 AM	Travel	0.83	
Fri Oct 30	No time					
Sat Oct 31	No time					

Pay

Pay type	Hours	Rate	Amount
Regular	6.75	$23.00	$155.25
Travel	1.58	$23.00	$36.42
Total (8.33 hours, 0.00 overtime)			**$191.67**

Employee signature and date

Approved by