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 Nov 1, 2026 to Nov 7, 2026 · Not submitted

Day by day

Day	Job	Start	Stop	Type	Hours	Overtime
Sun Nov 1	No time					
Mon Nov 2	No time					
Tue Nov 3	No time					
Wed Nov 4	J-0015 Summit Law Group	5:00 PM	5:45 PM	Travel	0.75	
	J-0015 Summit Law Group	5:45 PM	12:30 AM	Work	6.75	
Thu Nov 5	J-0015 Summit Law Group	12:30 AM	1:20 AM	Travel	0.83	
Fri Nov 6	No time					
Sat Nov 7	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