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 15, 2026 to Nov 21, 2026 · Submitted

Day by day

Day	Job	Start	Stop	Type	Hours	Overtime
Sun Nov 15	No time					
Mon Nov 16	No time					
Tue Nov 17	No time					
Wed Nov 18	J-0019 Summit Law Group	5:00 PM	5:45 PM	Travel	0.75	
	J-0019 Summit Law Group	5:45 PM	12:30 AM	Work	6.75	
Thu Nov 19	J-0019 Summit Law Group	12:30 AM	1:20 AM	Travel	0.83	
Fri Nov 20	No time					
Sat Nov 21	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**

> Worker's note: Thursday ran long: the move-out had a lot more to it than the walk-through showed.

Employee signature and date

Approved by