Timesheet for client sign-off

List the work with the hours submitted. The client writes the hours they approve and a comment where they changed it, then signs below.

Supplier _____ Client _____ Project or purchase order _____ Period _____

Date	Person	Description	Hours submitted	Hours approved	Client comment

Total hours submitted: _____ Total hours approved: _____

Prepared by signature and date _____

Client approver signature and date _____

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