Time Sheet

Name _____

Month _____

Dates _____

Year _____

Phase Codes	Phases	Activity Codes	Activities	Detail Codes	Detail Items
1	Concept	A	Art Direction	00	Not a Detail Item
2	Design	B	Budget/Schedule/Proposal	01	Logo
3	Production	C	Client Relations (Attendance at Meetings/Presentations)	02	Stationery
4	Implementation	D	Designing/Drawing	03	Brochure
		N	Press Supervision	04	Folder
		P	Presentation Preparation	05	Poster
		R	Research	06	Signage
		S	Production	07	POS/POP
		T	Travel	08	Style Guide
		W	Copywriting/Editing/Proofing	09	Other

		CODES												
Job Number	Job Name	Phase	Activity	Detail	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Total Billable	Notes
Totals														

Approved _____

Date Posted _____