**EMPLOYEE SERVICE LOG**

**Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: Contact Name:**

**Phone Number: Email Address:**

**Address: Hourly/Time Rate:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee #** | **Client #** | **Date of Service** | **Type of Service Used** | **Time Used** | **Hours Allocated** | **Hours Over or Under** | **Amount Owed** | **Payment Type** |
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**\* 717-746- TASK \* www.taskcomplete.com \* Kelly@taskcomplete.com \***