# SHIFTFLOW

# ATTORNEY TIMESHEET

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|---|---|---|---|
| **Law firm** | | **Billing period** | |
| **Attorney / timekeeper** | | **Reviewer** | |

Enter a rate for each line when billing by the hour.

| Date | Client | Matter | Task code | Description | Billable? | Start | End | Hours | Rate | Amount |
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| **TOTALS** | | | | | | | | | | |

**Team member / contractor** _____ **Supervisor / client approval** _____ **Date** _____