



10645 N. Tatum Blvd Suite 200, PMB 210 Phoenix, AZ 85028 • 602.621.7333 • Fax: 480.634.1869

**\$\$\$\$\$ TIME SHEET \$\$\$\$\$**

Please complete all of the details below and e-mail to [Yvette@wingteam.net](mailto:Yvette@wingteam.net) or fax to 480.634.1869

- Time sheets must be completed and submitted in order for you to be paid.
- If you work for more than one client, list each separately below
- Please retain a copy for your records.
- To be reimbursed for expenses, you must submit receipts. Expenses must have been previously authorized.
- **IF YOU EMAIL THIS MAKE SURE THE WORD "TIME SHEET" is in the SUBJECT LINE!**

**PART I**

<b>YOUR PAYMENT DETAILS PLEASE PRINT OR TYPE</b>	
<b>Your Name</b>	
<b>Make Payable To:</b>	
<b>PayPal E-mail: (if applicable)</b>	
<b>Telephone:</b>	
<b>Address, City, State, Zip</b>	
<b>Preferred payment method (check one):</b>	<input type="checkbox"/> Paypal (Fees may apply to high dollar amounts. Contact Paypal for your specific account details) <input type="checkbox"/> By Check (pick up) <input type="checkbox"/> By Check (by mail)
<b>CLIENT INFORMATION</b>	
<b>CLIENT:</b>	
<b>Group Name:</b> (ex:NFLCS, Motorola)	
<b>Location(s):</b>	
<b>Date(s) Worked</b> (ex: Jan24-Feb 1)	
<b>Special Notes:</b>	
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