

For Questions, Please Contact:
Fortus Group Travel, Inc.
 888-387-3625

Each Monday, please fax this timesheet, signed by your manager, to: 315-738-4349 or 315-266-1039.

Contractor		Service To:							
Contractor's Signature/ Date	Date:								
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
	In								
	Out								
	In								
	Out								
	Total Hours	0	0	0	0	0	0	0	0
	Charge Hours								0
	Call Back Hours								0
	On Call Hours								0
Client Manager Managers Signature/ Date	Comments:								

I agree the time reported is accurate and the works was performed satisfactorily.

To be paid, this timesheet **must** contain:

1. The correct week begin date
 2. Readable and accurately entered hours--- **please use military time.**
 3. Your signature
 4. Manager's signature/ print name
- ALL TIMESHEETS MUST BE FAXED NO LATER THAN 12 NOON ON MONDAYS!!!!!!!!!!
- Do not change this form. Failure to complete correctly will cause payment delay.

Time Conversion Chart			
Military	Standard	Military	Standard
12:00	12:00 PM	19:00	7:00 PM
13:00	1:00 PM	20:00	8:00 PM
14:00	2:00 PM	21:00	9:00 PM
15:00	3:00 PM	22:00	10:00 PM
16:00	4:00 PM	23:00	11:00 PM
17:00	5:00PM	24:00:00	12:00 AM
18:00	6:00 PM		