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Предприятие, организация

**Журнал**

учёта рабочего времени

Начат «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_г.

Окончен «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201\_\_г.

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| № п/п | Дата | Ф.И.О. работника | Время прихода | Время ухода | Подпись | Сведения о служебных поездках | | | Подпись |
| Время прихода | Время ухода | Краткое описание (цель, организация) |
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