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| --- | --- |
| **NAME:** | **ORGANIZATION NAME / COMPANY HERE** |
| **TASK(S) PERFORMED:** | **HOW MUCH WORK DONE OF PROJECT** |
| PROJECT MANAGER NAME:  DATE: DAY YEAR | |
| DAILY SUMMARY OF WORK:  COMMENTS: | |

**Daily Activity Report Template**

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|  |  | **TODAY DETAIL** | |  | |  | |
|  |  |  | |  | |  | |
| **EMPLOYEE NAME** | **TODAY WORK** | **STATUS** | **REMAINNG** | **PAY** | **EXPENSE** | | **UDER/OVER CAPACITY** |
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