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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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