

CQHQ  
 Cathedral House  
 23-31 Waring Street  
 Belfast  
 BT1 2DX



[www.realtime.jobs](http://www.realtime.jobs)

Tel: 44 (0) 28 95 211 121

Name .....

Month.....

Ltd Company.....

*Time to be recorded in hours – part hours recorded in 15 minute intervals*

Date	Arrival	Departure	Less Breaks	Standard Hours	Additional Hours Worked	Total Hours	Total Days
1 <sup>st</sup>							
2 <sup>nd</sup>							
3 <sup>rd</sup>							
4 <sup>th</sup>							
5 <sup>th</sup>							
6 <sup>th</sup>							
7 <sup>th</sup>							
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11 <sup>th</sup>							
12 <sup>th</sup>							
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25 <sup>th</sup>							
26 <sup>th</sup>							
27 <sup>th</sup>							
28 <sup>th</sup>							
29 <sup>th</sup>							
30 <sup>th</sup>							
31 <sup>st</sup>							
<b>Contractors Signature</b>				<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>

**Client Approval**

The above times stated are an accurate record of the hours worked by the Contractor whose performance over these hours has been satisfactory and you are hereby authorised to invoice our Organisation at the agreed rate, to receive payment in line with all clauses and parts of the prevailing agency terms & conditions of business.

Signature:.....

Print name:.....

Company:.....

Position:.....

Date:.....

Telephone:.....