

2nd Floor
 The Courtyard
 Carmanhall Road
 Sandyford
 Dublin 18



www.realtime.jobs

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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 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
7 th							
8 th							
9 th							
10 th							
11 th							
12 th							
13 th							
14 th							
15 th							
16 th							
17 th							
18 th							
19 th							
20 th							
21 st							
22 nd							
23 rd							
24 th							
25 th							
26 th							
27 th							
28 th							
29 th							
30 th							
31 st							
Contractors Signature				Total	Total	Total	Total

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:.....