

### CONTRACTOR, CLIENT & PROJECT DETAILS

<b>Week Ending (Fri)</b>	
<b>Contractor Name</b>	
<b>Job Title/Services</b>	
<b>Client Name</b>	
<b>Project Name</b>	

### AUTHORISED

<b>Client Name</b>	
<b>Signature</b>	
<b>Date</b>	

I certify that the hours worked (as shown below) are correct and that the work performed was carried out satisfactorily.

Days/Nights (Select)	Saturday (HH:MM)	Sunday (HH:MM)	Monday (HH:MM)	Tuesday (HH:MM)	Wednesday (HH:MM)	Thursday (HH:MM)	Friday (HH:MM)	Total Hours

Please enter hours worked in hours and minutes to the nearest 15 minutes (e.g. HH:MM). Please **EXCLUDE** lunch break from hours worked.

### NOTES

## EXPENSES TO BE CLAIMED FOR THIS PERIOD

Description	Date Incurred (DD/MM/YY)	Amount (£X.XX inc VAT)

NOTES		AUTHORISED	
		<b>Client Name</b>	
		<b>Signature</b>	
		<b>Date</b>	
I also confirm that the expenses claimed are correct and acceptable.			

Where applicable, please include copies of all payment receipts/invoices to support your claim.