



88 Commercial Road, Swindon, Wiltshire SN1 5PD Tel 01793 512000

PLEASE RETURN BY: **EMAIL** - timesheets@elite-contracts.com **FAX** - 01793 521555

Client Account Name & Invoice Address	Client Account Number
Site Address	Client Order Number
Name	Reference Number
Trade	Week Ending Date

CERTIFICATE OF HOURS WORKED

	Start Time	Finish Time	Breaks	Chargeable Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL HOURS TO BE CHARGED				
ALLOWANCES				

We certify that the total hours worked are correct and we will accept and pay within seven days of the invoice date your account for the chargeable hours and any additional costs shown above at the agreed rates. We confirm that the work has been carried out satisfactorily and we agree to accept your terms and conditions of business.

Signature

Position

Duly authorised by the Client

Print Name

Date
