| **Name of Contractor:** |  |  | **Month Commencing:** |  |
| --- | --- | --- | --- | --- |

| *Week Commencing:* |  | | |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Total  Hours / Days** | **Standard  Hours** | **Overtime** | **Comments** |
| **Sunday** |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *Total Days* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Week Commencing:* |  | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Day** | **Time  In** | **Time  Out** | **Lunch** | **Time  In** | **Time  Out** | **Total  Hours / Days** | **Standard  Hours** | **Overtime** | **Comments** |
| **Sunday** |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *Total Days* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

| *Week Commencing:* |  | | |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Total  Hours / Days** | **Standard  Hours** | **Overtime** | **Comments** |
| **Sunday** |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *Total Days* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Week Commencing****:*** |  | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Day** | **Time  In** | **Time  Out** | **Lunch** | **Time  In** | **Time  Out** | **Total  Hours / Days** | **Standard  Hours** | **Overtime** | **Comments** |
| **Sunday** |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *Total Days* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

| *Week Commencing:* |  | | |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| **Day** | **Time  In** | **Time  Out** | **Lunch** | **Time  In** | **Time  Out** | **Total  Hours / Days** | **Standard  Hours** | **Overtime** | **Comments** |
| **Sunday** |  |  |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *Total Days* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL DAYS TO INVOICE** |  |  |  |  |

CERTIFICATE OF HOURS WORKED (TO BE COMPLETED BY THE CLIENT)

I certify that the total hours, including overtime hours, have been worked satisfactorily and that payment in respect of these hours will be made according to the contract terms which have been agreed.

Manager’s Name: ………………………………………….. Manager’s Signature: ……………………………………..

Position: ………………………………………………………..

Date: ……………………………………………..