**DAY WORK SHEET**

**REF NO. SHEET NO. W/E**

**Contract Name:                                                 Instruction No.**

**Description of Extra Work**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Name** | **Trade** | **S** | **Su** | | **M** | **Tu** | **W** | **Th** | **F** | **FOR OFFICE USE ONLY** | | | | | | | |
|  |  |  |  | |  |  |  |  |  | **Total** | | **Rate** | **£** | |  | **£** |  |
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|  | | | | | | | | | | Total Labour | | |  | |  |  |  |
| **+ %** | | |  | |  |  |  |
| **TOTAL** | | |  | |  |  |  |
| **Materials/Plant** | | | | | | | | | | **Qty** | **Rate** | | **£** | | |  |  |
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| **Signed for Contractor** | | | | Signed for Employer | | | | | | **Total Materials**  **+ %** | | | |  | |  |  |
| **Site Representative** | | | | **Agent/G.F/QS/C of W** | | | | | | **TOTAL** | | | |  | |  |  |
|  | | | |  | | | | | | **Total Materials and Labour** | | | | | |  |  |
| **Another extra week sheet will follow) For this** | | | | | | | | | | **Builders Discount** | | | | | |  |  |
| **This is the last extra work sheet) instruction** | | | | | | | | | | **TOTAL VALUE** | | | | | |  |  |