

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:.....