

2nd Floor  
 The Courtyard  
 Carmanhall Road  
 Sandyford  
 Dublin 18



[www.real.ie](http://www.real.ie)

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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
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
13th							
14th							
15th							
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							
27th							
28th							
29th							
30th							
31st							
Contractor's 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: .....