



Weekly Ending (Friday)

Client/ Company Name

Site Name / Project Title

Safety Notice: Hard hats and safety boots must be worn on all sites, together with any other necessary protective clothing that the site stipulates, Make yourself aware for your site's/place of work's safety policy - **IF IN DOUBT ASK. DRUGS & ALCOHOL** - All our clients take a zero tolerance approach; anyone in breach of this policy will be instantly removed from site.

| Operative | Trade | Standby | Shift | Mon | Hrs | Tues | Hrs | Weds | Hrs | Thurs | Hrs | Fri | Hrs | Sat | Hrs | Sun | Hrs | Total |
|-----------|-------|---------|--------|-----|-----|------|-----|------|-----|-------|-----|-----|-----|-----|-----|-----|-----|-------|
| | | | Start | | | | | | | | | | | | | | | |
| | | | Finish | | | | | | | | | | | | | | | |
| | | | Start | | | | | | | | | | | | | | | |
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| | | | Start | | | | | | | | | | | | | | | |
| | | | Finish | | | | | | | | | | | | | | | |

CLIENT

Important information

- The hours marked in the Grand Total box are the hours that will be invoiced accepted
- To prevent misunderstandings or errors all boxes must be filled in. If not, draw a line through and write NIL in the "chargeable" box column.
- When Engagement is terminated, write "last day" against appropriate day.
- Terms and Conditions are printed overleaf
- Check all details are correctly filled in. They print full name, title and sign.

CLIENT APPROVAL & SIGNATURE

I certified that the above person attended for the time recorded and carried out his/her duties to my complete satisfaction. I have read Client Notice No.'s 1-5

Name of Signatory:

Position Title:

Signature: _____

Date:

For Setsquare Use Only

Consultants Checks

Site: Position Title:

Signature: _____

OK to pay & charge:

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