



06A107, 1 St Katharine's Way, St Katharine's & Wapping, London, E1W 1UN Tel: 0203 479 1320 Fax: 0870 912 4440 Email: construction@optimasitesolutions.com

Client Name:	Client Order No:
Client Address :	Week Ending Date:
	Reporting To :

		Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Total hours	Expenses & additional payments
		Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours		
	Start																							
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	Finish																							

I hereby certify that the hours shown above are correct and that all work has been carried out to a satisfactory standard. We will also accept the invoice for the hours shown above at the rates agreed previously and also agree to accept your terms and conditions of business as shown on Optima Site Solutions website.

Name Signature Position Date

(authorised signatory only)