



Newcastle Branch, The Grainger Suite, Dobson/Eldon House, Regent Centre, Newcastle Upon Tyne, NE3 3PF Tel: 0191 917 4740 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																							
	Finish																							
	Start																							
	Finish																							
	Start																							
	Finish																							
	Start																							
	Finish																							
	Start																							
	Finish																							
	Start																							
	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)