



International House, Festival Way,  
Stoke-on-Trent, ST1 5UB England

Telephone: +44 (0) 1782 203040  
Accounts Fax: +44 (0) 1782 203060

ON AUTHORISATION  
PLEASE RETURN BY FAX

# DAY RATE WEEKLY TIME RECORD

Day	Date	STANDARD DAYS WORKED	CHARGEABLE NON STANDARD DAYS WORKED	WORK PERFORMED
MONDAY	19/10/2015	1		Messaging
TUESDAY	20/10/2015	1		Messaging
WEDNESDAY	21/10/2015	1		Messaging
THURSDAY	22/10/2015	1		Messaging
FRIDAY	23/10/2015	1		Messaging
SATURDAY				
SUNDAY				
AGREED TOTALS		5 DAYS	DAYS	

CONTRACTOR NAME	Alberto Agbinedion	DATE:	25/10/2015		
CLIENT SIGNATURE :		PRINT NAME:	Ceinwen Blake	POSITION:	Line Manager

Signature confirms that the services have been performed to the satisfaction of the Client. The Signatory confirms that he/she is authorised to sign on behalf of the Client