



Week Ending Friday	Client Name	Where no expenses have been claimed write 'none'. Days not worked write 'none'.
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Name	Sat	Sun	Mon	Tue	Wed	Thur	Fri	S/T	O/T	Total

EXPENSES DESCRIPTION	TOTAL EXPENSES CLAIM

I certify that I have worked the hours shown and agree the terms of engagement	Signature.....
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<p>Clients are requested to check all the above details carefully, your signature is confirmation of prior acceptance of our terms and conditions and authorises invoice for the hours and expenses shown.</p> <p>PLEASE RETURN WEEKLY</p>	<p>Authorised Signature.....</p> <p>Please Print Name.....</p>
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