



Consultant's Time and Work Record

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Consultants Name _____ Week Comm. _____

Client Company _____

The times recorded are to be hours and minutes (rounded to nearest quarter of an hour).

	Start	Finish	Less Breaks	Normal hours / Days Worked	Additional Hours Worked		
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Complete Appropriate Section			Total Hours & Minutes Worked	Hrs	Mins	Hrs	Mins
			Total Days Worked*				

Consultant's Signature _____ Date _____

Client's Signature _____ Date _____

Client's Position _____

Client's Declaration:

The times stated are an accurate record of hours worked by the Consultant whose performance throughout the period has been satisfactory and you are hereby authorised to invoice the Company at the agreed rate.