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Elite Contract Services (UK) Ltd
 88 Commercial Road
 Swindon
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Client Account Name & Invoice Address		Reference Number
Site Address	Client Order Number	Week Ending Date

CERTIFICATE OF HOURS WORKED

Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Chargeable Hours
	Start								
	Finish								
	Breaks								
	Start								
	Finish								
	Breaks								
	Start								
	Finish								
	Breaks								
	Start								
	Finish								
	Breaks								
	Start								
	Finish								
	Breaks								
	Start								
	Finish								
	Breaks								

We certify that the total hours worked are correct and we will accept and pay within seven days of the invoice date your account for the chargeable hours and any additional costs shown above at the agreed rates.
 We confirm that the work has been carried out satisfactorily and we agree to accept your terms and conditions of business.

Signature

Print Name

Position

Date