

Weekly Work Sheet

Client:	
Authorising Manager:	
Division / Department:	
Service Provider:	
Specified Consultant:	
Week commencing:	

Insert number of days or hours worked

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Days worked Complete if on a daily rate							
Hours worked Complete if on an hourly rate							
Additional Hours (if applicable)							
Total							

To the Service Provider

This Worksheet must be returned to Costello and Reyes no later than 14 days following the week you have worked.

To the Client

By signing and this Work Sheet you are authorising that the work carried out by the service provider was to a satisfactory standard and that you accept that the days/hours worked are a true reflection of the time taken by the Service Provider to complete the work. You also accept by authorising this document either by signing or emailing your authorization that Costello and Reyes Limited will invoice you in accordance with our agreed terms a copy of which you will have received and agreed in advance.

To Costello & Reyes Ltd from the Client

It is hereby certified that the Service Provider named above has satisfactorily worked the total days / hours set out above, including any additional hours shown, and that payment for these days / hours will be made in accordance with Costello and Reyes Limited's Terms & Conditions of business, a copy of which has been received and accepted as the basis of this transaction and payment will be made to Costello and Reyes Limited as per the payment schedule in these agreed terms and conditions.

Submitting the work sheet

a) **By email.** The client may email their authorisation to accounts@costelloandreyes.com

Client signature

Print Name

Dated

Costello and Reyes Limited
Tel: +44 (0)1256 678910
Email: accounts@costelloandreyes.com.