



Excel Technical Consulting Ltd • 5 Grange Park, Bourn, Cambridge CB23 2TA

WEEKLY TIMESHEET

Please complete this timesheet in full and return it to timesheets@etc.aero by 12:00 on the Tuesday following the week worked. Incomplete or late timesheets may delay payment.

YOUR DETAILS

Your Name _____ Week Ending _____

Customer _____ Location _____

Job Title _____

HOURS WORKED

Where no work has been completed, write "NONE". For a Per Diem, enter the location to which it applies in the second row.

	MON	TUE	WED	THU	FRI	SAT	SUN
HOURS							
PER DIEM							

Total Hours Worked _____

TO BE COMPLETED BY THE CUSTOMER

Your signature confirms acceptance of our terms and conditions, and agreement to pay Excel Technical Consulting Ltd the amount due for the hours shown, at the previously agreed rate.

Authorising Signature _____

Print Name _____ Date _____

Please note: we will be unable to process this timesheet unless it is completed in full.