



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

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

Your Name:

Customer:

Customer site/location:

Remittance Advice will be sent to the email address provided by you or your Limited Company. This work sheet must arrive by Tuesday 1200 following the week worked, to avoid delay of payment.

Week Ending Date:                      \_\_/\_\_/\_\_

Where no work has been completed, please write "NONE". If a Per Diem is applicable, please enter the location you are working at, to which the Per Diem applies.

	MON	TUES	WED	THU	FRI	SAT	SUN
HOURS							

Total number of hours worked     

Job title:

I certify that I have worked the hours shown, and agree to the terms and conditions:

Your Signature: .....

*To be completed by Customer*

Please remember that your signature is confirmation of acceptance of our terms and conditions, and you therefore agree to pay Excel Technical Consulting Ltd the amount due in accordance with the hours shown at the previously agreed rate.

**AUTHORISING SIGNATURE:** .....

**PLEASE PRINT NAME:** ..... **DATE:**.....

**Please send this to: [timesheets@etc.aero](mailto:timesheets@etc.aero)**