



ETHEROW HOUSE, WOOLLEY BRIDGE ROAD, GLOSSOP, DERBYSHIRE SK13 2NS

TELEPHONE: 01457 861511

FAX: 01457 861513

CLIENT:	CONTACT:
NAME:	DISCIPLINE:
WEEKENDING:	ORDER NO:

DAY	DATE	START	FINISH	BREAKS	HOURS WORKED	OTHERS
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL CHARGEABLE HOURS						

EXPENSES AS AGREED BY CLIENT OR KPJ	
REASONS	

For completion by the client
 We certify that the total hours worked are correct and we accept KPJ's account for chargeable hours shown. We accept KPJ terms and conditions of business

Signature: _____
Position: _____
 Top Copy – Client 2nd copy – KPJ 3rd Copy - Staff