

ATTENDANCE SHEET

One original - duly signed – to be attached to the invoice.

COMPANY:**Period:****Specific Contract Nº:****Total working days:****Name of contractor's staff member**

<i>Month</i>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<i>Total days</i>	<i>Remaining days</i>
<i>January</i>																																	
<i>February</i>																																	
<i>March</i>																																	
<i>April</i>																																	
<i>May</i>																																	
<i>June</i>																																	
<i>July</i>																																	
<i>August</i>																																	
<i>September</i>																																	
<i>October</i>																																	
<i>November</i>																																	
<i>December</i>																																	

Contractor:	Contracting Authority:
Name: _____	Date: _____