



Record of supplier hours

Name:
Limited Company name:
Client (name that appears on the contract):
Week end date:

If you are with an umbrella company, it is your responsibility to send your hours to them or load onto their online portal.

Scan & email to: DGAccounts@digitalgurus.co.uk

Payroll queries: phone 0844 686 0130 or email queries@digitalgurus.co.uk

	IN	LUNCH	OUT	HRS/DAYS WORKED
MON				
TUES				
WED				
THURS				
FRI				
SAT				
SUN				

OVERTIME	STANDARD HRS	OVERTIME RATE 1	OVERTIME RATE 2	OVERTIME RATE 3
TOTAL				

TOTAL HRS/DAYS	AUTHORISED BY

Expenses

DATE	REASON FOR EXPENSE	NET	VAT	TOTAL	AUTHORISED BY
	TOTAL				

Expenses will not be paid without receipts and/or appropriate client authorisation.

Contractors signature.....

Client authorisation

Name..... Signature.....

Position.....