



6 Davyhulme Circle, Urmston, Manchester M41 0SS  
 Tel: 0161 747 1234 Fax: 0161 747 1066 email: accounts@deekay.co.uk

Week Ending Friday	Client Name	Where no expenses have been claimed write 'none'. Days not worked write 'none'.
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Name	Sat	Sun	Mon	Tue	Wed	Thur	Fri	S/T	O/T	Total

EXPENSES DESCRIPTION:	TOTAL EXPENSES CLAIM
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I certify that I have worked the hours shown and agree the terms of engagement.	Candidate Signature .....
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Clients are requested to check all the above details carefully. Your signature is confirmation of prior acceptance of our terms and conditions and authorises invoice for the hours and expenses shown.  PLEASE RETURN WEEKLY	Authorised Signature .....
	Please Print Name .....