

ECC PTE LTD MONTHLY TIMESHEET



NAME:	MONTH:	YEAR:
POSITION:	VEHICLE:	WORKSCOPE:
CLIENT:	WORKSITE:	

DATE	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
Please Indicate O/L/T/B/C																															
TOTAL OFFSHORE DAYS =																															
COMMENTS:																															

O = OFFSHORE **L** = LEAVE **T** = TRAVEL DAY **B** = BASE DAY **C** = COURSE

PLEASE ENSURE TIMESHEET IS FORWARDED TO ECC Pte Ltd ON A MONTHLY BASIS

Claimants Signature: _____ **Date:** _____

Clients Signature: _____ **Date:** _____

Note: Please ensure that this timesheet is signed off by the relevant Supervisor/Representative before sending to ECC Pte Ltd.
 This documentation does not act as an invoice.
 If a discrepancy exists between this timesheet & your submitted invoice for this project, it could result in a delay of payment so please ensure both are correct.