

# ECC PTE LTD WEEKLY TIMESHEET



Energy & Commodities Careers Pte. Ltd.

<b>NAME:</b>	<b>WEEK:</b>	<b>YEAR:</b>
<b>POSITION:</b>	<b>VEHICLE:</b>	<b>WORKSCOPE:</b>
<b>CLIENT:</b>	<b>WORKSITE:</b>	

	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
HRS WORKED								
OFF/ONSHORE								
SECTOR								

**TOTAL OFFSHORE DAYS =**

**COMMENTS:**

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

**PLEASE ENSURE TIMESHEET IS FORWARDED TO ECC Pte Ltd ON A WEEKLY 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.