

ANNEX III : Timesheet

Contract number:	
Contractor:	
Specific contract:	
Name:	
Month / Year	

Specify the hours performed per specific contract.
 An individual timesheet should be created per specific contract per month.
 This document must be attached to the invoice and provided with all signatures (approvals)

Description	Tot hours	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
Hours worked	0.00																															
	0.00																															
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Total invoicing period	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Date:	Signature technical responsible JRC-Geel:	Signature contractor:
Comments:		