



MONTHLY TIME SHEET

OFFICE USE ONLY
INV.NO:

Name :		Position :		Timesheet MONTH	
Client :		Vessel (if applic):		Project	

DATE	DESCRIPTION (e.g. Travel, Offshore, Onshore etc)	Hours worked (if hourly rate)
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		
13 th		
14 th		
15 th		
16 th		
17 th		
18 th		
19 th		
20 th		
21 st		
22 nd		
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		
TOTAL NUMBER OF DAYS / HOURS WORKED THIS MONTH		

IMPORTANT NOTICE: TIMESHEETS MUST BE DULY AUTHORISED AND SUBMITTED TO SEATECHS NO LATER THAN 9:30am ON THE LAST DAY OF THE MONTH – FAILURE TO OBTAIN AUTHORISED SIGNATURE OR LATE SUBMITTAL MAY RESULT IN DELAY OF PAYMENT UNTIL THE FOLLOWING PAYROLL MONTH

Signed		Client Signature For approval	
Date		Client Name (please print)	
		Date	

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