



MONTHLY REPORT OF HOURS WORKED

This report of the hours worked on site (ORNL or any other DOE or Company-owned-or-leased facility) during the previous month is to be completed and submitted to the Company **before the fifth day of each month**. Hours worked do not include paid, non-work time such as holidays, vacation, or sick leave.

Seller's name and address:

Subcontract number:

Seller's relationship to Company: Subcontractor Lower-Tier Subcontractor

Month ending:

Total hours worked:

Number of employees working on site during the month:

Seller:

(Phone)

By:

(Signature)

Title:

Date:

Fax to:

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Oak Ridge National Laboratory
Safety Services Division
Fax: 865-241-4027**