

# MONTHLY REPORT OF HOURS WORKED

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

Send the completed report to:	Ms. Carol Kendrick Oak Ridge National Laboratory P. O. Box 2008 MS 6348 Oak Ridge, TN 37831-6348
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Seller's name and address:

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Subcontract number:

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Seller's relationship to Company:

\_\_\_\_\_ Subcontractor  
\_\_\_\_\_ Lower-Tier Subcontractor

Month ending:

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Total hours worked:

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Seller:

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By:

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(Signature)

Title:

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Date:

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