

Bath LETS

Olivers Time Sheet, Mutual Record and Claim Form

This form can be used as an interim record of trading where the transaction will be completed online at a later time. It may be used by Core Group Members, where the approval of others is sought at a meeting for activities carried out on behalf of Bath LETS, at trading events, where a number of trades are carried out in rapid succession, or by individual members as a receipt for work done, pending online transactions. Use the PLUS and MINUS columns to distinguish between Olivers coming in (eg for work done) and Olivers going out (for goods or services received): both parties should sign each others' sheet. When the transaction shows up online, note it on the sheet. When using this sheet as a form of instruction for online transactions – please retain a copy of it.

Name:

Account number:

Committee Role (if relevant)

	Date	Activity	Trading Partner	(Hours)	Agreed by (Sign)	Olivers		Officer	Completion Date
						PLUS	MINUS		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

TOTAL:-

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To:

Please carry out (or check) the above transactions online on my behalf

Signed: Date:

Completed by: Date:

<p>Online Olivers Balance BEFORE these transactions:</p> <p>Online Olivers Balance AFTER these transactions:</p>
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