

NLLETS

Pledges 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 to keep a record of work done when the approval of others is will be sought later, or when a buddy will action it, at trading events, where trades are carried out in rapid succession, including auctions, or by individual members as a receipt for work done, pending online transactions. Use the PLUS and MINUS columns to distinguish between Pledges coming in (eg for work done) and Pledges going out (for goods or services received): both parties should sign each other's sheet. When the transaction shows up online, note it on the sheet. When handing over this sheet as a form of instruction for online transactions – please retain a copy of it.

	Date	Activity	Trading Partner	(Hours)	Agreed by (Sign)	Pledges		Officer	Completi
						PLUS	MINUS		
1									
2									
3									
4									
5									
6									
7									
TOTAL:-									

Name:

Account number:

Committee Role (if relevant)

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

Signed: Date:

Completed by: Date:

Online Balance BEFORE these transactions:

Online Balance AFTER these transactions: