



Request for Attendance Monday - Saturday

I/We, the person or firm named below request attendance as follows. In consideration of this request being granted I/we undertake (a) to pay charges at the rates set out in Notice 112 for any chargeable attendance given in consequence of this request and for any official time wasted through the work relating to this request being delayed or abandoned and (b) to pay charges immediately on receipt of the request for payment.

Request Number
Station date stamp

Applicant's name and address

Signature Date
(The request must be signed by the applicant if an individual; by a partner in the case of a partnership; by a director or the secretary in the case of a company; or by an authorised signatory).

Details of Attendance requested



Location
Name of ship or aircraft (where appropriate)

Fold here

Date	Time		Purpose	Signature of persons making additions to this schedule
	From	To		

For Official Use

Account

Total charges £ :
 Deposit paid (if any) £ _____ :
 Balance *Due/Repayable £ _____ :

- * 1 Please pay the amount of to the Collector, HM Customs and Excise at immediately, quoting the above request number.
- * 2 A payable order is enclosed for the sum of £

Details of deposit (if any) Amount £ MCD No. Office of receipt
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Office date stamp

*Delete as necessary

For Official Use

Monday - Saturday

Allocated charges - enter details of other requests:-

Accounting Document No. and Date	ROD No. and Date
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Note:
All hours are to be shown to one decimal place
Rate x Hours Must Equal Transaction Total

Hours Charged by Grade	Time of Chargeable Attendance	Particulars of Chargeable Attendance						Rate	Input of Charges for Attendance			T/Type <input type="checkbox"/> M <input type="checkbox"/> E <input type="checkbox"/> R		D/Type <input type="checkbox"/> 1	
		Date							Cost Centre	Account	D/C	Transaction Total	Total Hours	<small>1/10</small>	
		From													
		To													
Senior Officer	Overtime								2 0 0 3 1	C					
	Shift								2 0 0 3 2	C					
	Normal Duty								2 0 0 3 3	C					
Officer	Overtime								2 0 0 2 1	C					
	Shift								2 0 0 2 2	C					
	Normal Duty								2 0 0 2 3	C					
Assistant Officer	Overtime								2 0 0 1 1	C					
	Shift								2 0 0 1 2	C					
	Normal Duty								2 0 0 1 3	C					
Data Processor	Overtime								2 0 0 6 1	C					
	Shift								2 0 0 6 2	C					
	Normal Duty								2 0 0 6 3	C					
Admin. Assistant	Overtime								2 0 0 5 1	C					
	Shift								2 0 0 5 2	C					
	Normal Duty								2 0 0 5 3	C					
Revenue Assistant	Overtime								2 0 0 4 1	C					
	Shift								2 0 0 4 2	C					
	Normal Duty								2 0 0 4 3	C					
								Total Charge							
								Trader's Name							