

Contractor's Logo

Task Report of CEDEFOP External Contractors

Date: [Date of report],

Associated Month: [Month – Year]

Name of Contractor's staff: [Contractor Name]

Order Form: [Order Form id], **Contract name:** [Contract name]

No.	Description	Date Assigned	Due Date	Priority	Status	Last Update	Effort (in hours)
1.							
2.							
3.							
4.							
5.							
6.							
Total:							

"[Signature of the contracting staff]"

"[Signature of the contractor's project manager]"

Leger	Description
Priority	Very Low, Low, Regular, High, Urgent
Status	Open, In Progress, Closed