Model log book for use by homeworkers

The model below is an example of a simple tool that contractors/subcontractors and homeworkers could use to keep a record of work done, materials given and details of payments. The log book should be signed by the contractor.

Keeping a log book is an important step in ensuring that homeworkers receive full payment for the work they do, and can help suppliers demonstrate how they are meeting the ETI Base Code clause on living wages. The log book has been used effectively in India with semi-literate homeworkers.

Model log book

Q Name of worker:

Q Product/Style:

Q Rate:

Date	Amount of material given	Agreed piece rate	Date	Number of finished goods received	Deductions	Payment due	Payment received	Signature of contractor