

TIME SHEET

Phone Number : 0844 381 4813

Fax Number : 0844 822 1656

Teachers name.....				Schools name.....					
Week ending.....				Schools Address.....					
								
								
				Postcode.....					
Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
By signing the time sheet the charge of supply confirms on behalf of the school that the teacher has carried out their duties satisfactorily and that he/she agrees with our terms and conditions.				Charge of Supply's Signature.....					
				Charge of Supply's Name.....					
				Date.....					
				Total number of days worked.....					

Please return this time sheet to us by 5pm each Monday following the week worked to ensure prompt payment. It is the teachers responsibility to insure that the time sheet has been received. We suggest that you call us at the end of each week to check we have received your time sheet and to up date your availability for next week at the same time.