

TIMESHEET

Please complete in BLACK INK

It is your responsibility to ensure this form is fully completed and received by us. Please ensure you include your name, the school name, and also your Academics office, so that we are able to quickly resolve any queries

NAME:
ADDRESS:

SCHOOL:
ACADEMICS OFFICE:

	DATE	AM	PM	DAYS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
			TOTAL	

AS AUTHORISING SIGNATORY, I CONFIRM THAT THE ABOVE HOURS ARE TOTAL HOURS TO BE INVOICED

SCHOOL SIGNATURE
(we are unable to accept timesheets which have not been signed by the school's signatory)

DATE

CANDIDATE SIGNATURE

DATE

Please fax this timesheet to 0208 518 4550 or 0870 889 7135

on Friday afternoon. The deadline for timesheets is Monday at 4pm.

OUR FULL STANDARD TERMS & CONDITIONS APPLY TO THIS ASSIGNMENT, ANY TEMPORARY MEMBER OF STAFF EMPLOYED DIRECTLY BY THE SCHOOL, FULL OR PART TIME, WILL INCUR OUR STANDARD INTRODUCTION FEE.

IF YOU ARE WORKING THROUGH A PAYROLL SERVICES PROVIDER, YOU MUST MAKE A SEPARATE CLAIM FOR ANY EXPENSES INCURRED

REFER A FRIEND OR COLLEAGUE AND TOP UP YOUR WAGES WITH A £100 BONUS!!