



Timesheet

fax to: 020 8982 3669 email to payroll@teachers4u.co.uk

post to: Teachers 4 U, Hyde Park Complex, Hayes '3', Regus Building, 5th floor, 11 Millington Road. Hayes, UB3 4AZ

Teachers must complete sections 1-3. Failure to do will result in the timesheet being rejected. It is the teachers responsibility to ensure Teachers 4 U receive this timesheet by the following Monday.

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|----------------------|--------------------|
| 1. Week ending date: | 2. Candidate name: |
| 3. School name: | |

Schools must complete sections 4-9. Failure to do this will result in the timesheet being rejected.

Please keep a photocopy of this timesheet for your records if required.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total days
Full day						
Half day						

I confirm that the total days worked are correct and will accept your invoice for the chargeable days at the agreed rate. I also accept Teachers 4 U's terms and conditions of business.

- | | |
|-------------------------|-------------|
| 4. Name | 5. Position |
| 6. School postcode | 7. Date |
| 8. Signature | |
| 9. School email address | |