

TIMESHEET

Please send this timesheet to us by fax (01634 720 269) or by email (timesheets@edustaff.co.uk) on Friday afternoon. The deadline for timesheets is on Friday at 5pm.

NAME:
ADDRESS:

SCHOOL:

	DATE	A.M.	P.M.	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: _____ DATE: _____

CANDIDATE SIGNATURE: _____ DATE: _____

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 RECEIVE A £300 BONUS!