



School Name:

Teacher's Name:

Week Commencing Monday:

Date	AM	PM	(Please Tick ✓)
Monday:	<input type="checkbox"/>	<input type="checkbox"/>	
Tuesday:	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday:	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday:	<input type="checkbox"/>	<input type="checkbox"/>	
Friday:	<input type="checkbox"/>	<input type="checkbox"/>	
Total to be Paid/Invoiced.....			

Note To Teachers

After you have completed this weeks assignment please ensure that your time sheet has been completed, signed and returned to our offices no later than the following Monday either by facsimile or post.

NB: We Are Unable To Pay Your Salary Without A Copy Of A Signed Timesheet

Signature: _____ Date: _____

Signed by an agency worker for Teacher Supply North East Limited

Fax: (0191) 565 9380

To Be Completed By The Client School

School Name:

LEA:

We certify that the attendance and work as stated on this timesheet have been satisfactory and that no claim will be made against Teacher Supply North East Limited invoice. We acknowledge having received your terms of business.

Authorised Signature:

Name:

Position:

Notes To School

An invoice will be sent for each timesheet submitted. If separate invoices are required for each day's supply, please ensure that separate timesheets are submitted.

Introduction Fees

If an applicant introduced by Teacher Supply North East Limited is taken onto your payroll, either by way of a Temporary Assignment or a Permanent Position, an Introduction Fee will be charged.

For details please refer to our Terms of Business.



Recruitment House
19 Frederick Street
Sunderland, SR1 1LT
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Website: teachersupplyne.co.uk
Email: enquiry@teachersupply.co.uk