

WEEKLY TIMESHEET



*Please fax to 020 7101 7737 or scan/email to office@redteachers.com by 12 noon on Monday in order to ensure prompt payment. (Please complete all information below in BLOCK CAPITALS)

Name:..... Week Ending:.....

School:..... School Postcode:.....

DAY	DATE	A.M.	P.M.	FULL DAY (F) OR FRACTION OF DAY	TOTAL
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
TOTAL days for the week					

I confirm that the above named temporary worker has worked the days shown and agree to pay your account in accordance with your Terms & Conditions of business.

Authorised by: Signature: Position: Date:

I certify that I have received and read your Agency Agreement and that that the information given on this timesheet is accurate.

Supply Staff Signature:

*Please call 01634 823344 if you have any queries.

Registered Address: REd Teachers, Innovation Centre Medway, Maidstone Road, Chatham, Kent ME5 9FD
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