



A Better Choice...  
for teachers

## Timesheet

School Name

Local Authority

Teacher Name

Week Ending

	Arival	Departure	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Total Day at School

I confirm that the above temporary worker has completed the hours and we are satisfied with and that your invoice will be paid in accordance with ABC Teachers payment terms. Furthermore, I understand that if we subsequently engage the temporary worker or introduce them to any third party, then a placement fee may be charged.

School signature

Name

Position

Date

### Information for teachers:

Timesheets due by 12 noon Monday of the week after you have worked. You can send them by:

Fax - 08706 220 113

Scan and email - [jo@abc-teachers.co.uk](mailto:jo@abc-teachers.co.uk)

Post - Abc teachers, 15 Market Street, Lichfield, WS13 6JX

**If your timesheet is received on time payment will be made Friday of the week after you have worked**