



A Better Choice...
for teachers

Timesheet

School Name

Local Authority

Candidate name

Week ending

| | Arrival Time | Departure Time | Total Hours |
|-----------|--------------|----------------|-------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Total Days at School

By signing below we accept the hours worked above are correct and were to a satisfactory standard. We also accept ABC teachers standard terms of business which include, but are not limited to, the agreement that a permanent placement fee may be charged should we subsequently engage the temporary worker or introduce them to a third party. We agree that your invoice will be paid in accordance with ABC teachers payment terms.

School Signature

Name

Position

Date

Information for temporary workers:
Timesheets are 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
Post - ABC teachers, St Chads House, Cross Keys, Lichfield, WS13 6DN

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