



J & B Education Limited
 Flat 2 32 North Street
 Tunbridge Wells, Kent
 TN2 4SS
 Tel 020 3829 4989
 email info@jb-education.co.uk

Please complete in **BLOCK CAPITALS** and email the signed copy to
 info@jb-education.co.uk

Full name of teacher: _____

Name and address of school: _____

Week ending: _____

	A.M.	P.M.	Full Day	Late Arrival Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

PLEASE NOTE: It is your responsibility as the teacher to ensure that this time sheet reaches us by no later than Monday following the week worked. Failure to do so will result in late payment.

* * * * *

Completed by the Client: I certify that I have read and agreed to J & B Education's Terms of Business. I further certify that I am authorised to sign this time sheet and can confirm that the named teacher completed the times as stated above.

An invoice will be raised from the information contained on this sheet.

A copy of our Term of Business is available upon request or to download from our website www.jb-education.co.uk

Signature _____ Print Name: _____

Position: _____ Date: _____

School Tel No: _____