

<u>Weekly Timesheet</u>					
Surname:					
First Name:					
Location:					
Please state class type:					
Day of Week	Date	AM	PM	Total hours worked on day	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
				Total Weekly Hours	
I confirm that I, the named person above, have carried out all duties requested by the client, through Solo Teachers & Events Agency and have truthfully stated the hours worked for S.P.A.					
Tutor's signature:				Finance:	Date:

Please send all timesheets to the Solo Teachers at the end of each week before 2pm, in order to be paid promptly.
 Time sheets can be sent either via post or emailed to office@soloteachers.com.
 All time sheets must be signed by an authorised signatory before they can be passed on to finance department.