

# HOURGLASS EDUCATION

Please return by fax, alternatively scan and email. To ensure prompt payment please make sure that this timesheet is received by Hourglass no later than Monday, 1.00pm

Please fax your timesheet to:

**0208 711 6467**

or email [sophie.OMahony@hourglasseducation.com](mailto:sophie.OMahony@hourglasseducation.com)

Hourglass Education, 3-4 Ripponden Business Park, Oldham Road, Ripponden  
West Yorkshire, HX6 4FF  
Tel 01422 524 005

Teacher Name		School Name		Week Ending Date	
Day of week	Full day	Half day	Total		
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
		Total days			
<b>TEACHER DECLARATION</b> I confirm that I have worked according to the above.					
<b>SCHOOL DECLARATION</b> The above times stated are an accurate record of days completed by the teacher whose performance over these days has been satisfactory. Hourglass is hereby authorised to invoice this organisation at the agreed rate. By signing this timesheet I confirm that I have read and agree to Hourglass' Terms and Conditions of Business.					
<b>PLEASE MAKE SURE ALL FIELDS BELOW ARE COMPLETE BEFORE YOU SUBMIT</b>					
<b>Teacher signature</b>		<b>Authorising signature</b>		<b>Position</b>	
<b>Date</b>		<b>Print name</b>		<b>Date</b>	
<b>Please circle means of payment</b>	<b>RACS</b>	<b>ADVANCE</b>	<b>OTHER</b>	<b>PAYE</b>	<b>Own Limited Company</b>