

# MPS EDUCATION LTD

UNIT 12 · LLANTRISANT BUSINESS PARK · LLANTRISANT · RHONDDA CYNON TAF · CF72 8LF  
Tel: 01443 230292 · Fax: 01443 231614 Email: timesheets@mps-ltd-education.com

MPS Teacher's Name .....

Name of School .....

Week Ending Date.....

	<b>DAYS WORKED</b> (Please specify 'am' or 'pm' if half day)
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
<b>DAYS WORKED AT THIS SCHOOL THIS WEEK</b>	

I declare that all the details signed for are correct. I understand that a false declaration is fraud and, as such, is an offence which may lead to prosecution.

MPS Teacher's Signature .....

I confirm that the total days worked are correct and I will accept your charges, at the agreed rate, for days worked. I accept MPS Education's terms and conditions of business

School's Authorised Signature .....

1. Time sheets **MUST** be returned to the office no later than **10.00 a.m. MONDAY MORNING** by hand , 1st class post or fax on 01443 231614.
2. MPS teachers must sign the time sheet themselves and also get someone in authority at the school to verify that all the information is correct.
3. Please use Friday as the last day of your working week, and enter that week-ending date in the space provided.
4. The Conditions of Contract you have entered into are fully covered by the Terms & Conditions already supplied to you.

