

## WEEKLY TIMESHEET

Please ensure timesheets are emailed to **timesheets@m2education.co.uk** by  
**MONDAY at 11am** for payment on time

Name \_\_\_\_\_ School \_\_\_\_\_

Consultant \_\_\_\_\_ Postcode \_\_\_\_\_

Week Ending (Sunday) \_\_\_\_\_

### FOR COMPLETION BY CANDIDATES

I confirm that I have received and read M2 Education's Terms of Engagement and have completed the work detailed below.

DAY	DATE	AM / HOURS	PM / HOURS	TOTAL
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				
<b>SATURDAY</b>				
<b>SUNDAY</b>				
<b>TOTAL DAYS / HOURS FOR THE WEEK</b>				

### FOR COMPLETION BY SCHOOLS / NURSERIES

I certify that this staff member has completed the above hours and agree to pay M2 Education Limited in accordance with your Terms & Conditions of Business.

Signed \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_