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### **MONTHLY TIME SHEET**

**ALL TIME SHEETS MUST BE SUBMITTED TOGETHER WITH YOUR INVOICE BY THE BY THE 3<sup>RD</sup> WORKING DAY OF THE MONTH FOLLOWING TUTION.  
INCOMPLETE, INACURATE OR LATE DOCUMENTS WILL DELAY THE PAYMENT BY A MONTH.**

Further copies of this timesheet can be downloaded from <http://www.nzlanguages.co.uk/tutors.html>

**Month tuition given:** ..... **Year:** ..... **Tutor's name:** ..... **Tutor ref:** .....

Date of Tuition	Tuition Duration	Student's Name	Client's Signature	Comments
<b>Total hours for month:</b>	<b>Which student(s) has (have) completed tuition?</b>			

I certify that the above is true and complete record of tuition given.

Tutor's signature: ..... Date: .....