

MONTHLY TIME SHEET

ALL TIME SHEETS MUST BE SUBMITTED TOGETHER WITH YOUR INVOICE BY THE BY THE 3RD 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: **AUGUST**

Year: **2006**

Tutor's name: **HEATHER GIBBS**

Tutor ref: **GIB01-F**

Date of Tuition	Tuition Duration	Student's Name	Client's Signature	Comments	
01st	1.5	LINDA CARTER	<i>R Carter</i>	When the student is under 18, the parent/guardian must sign the time sheet.	
05th	1	DANIEL SMITH	Peter Smith		
08th	1.5	LINDA CARTER	<i>R Carter</i>	Please mention any lesson cancelled by the client with less than the requested notice and not rescheduled in the same calendar month or no-show from the client.	
12th	1	DANIEL SMITH	Peter Smith		
15th	1.5	LINDA CARTER	<i>R Carter</i>		
19th	1	DANIEL SMITH	Peter Smith		
22nd	1.5	LINDA CARTER	<i>R Carter</i>		Late cancellation
26th	1	DANIEL SMITH	Peter Smith		
		If the lesson lasts 1 hour and 30 minutes, write "1.5". For lessons lasting 1 hour and 45 minutes, write "1.75" and for 1 hour and 15 minutes write "1.25".		Name the student(s) who has (have) completed tuition. Write "NONE" if otherwise, answer.	
Total hours for month: 10		Which student(s) has (have) completed tuition? NONE			

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

Tutor's signature: *Heather Gibbs*

Date: **31/08/2006**

Don't forget to sign and date the time sheet.