Principal: Mary R. Perkins

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On the first day of each month, (to reach us by the 5th at the latest) you should send to us:

- A cheque for the total **Agency fees** collected during the previous month.
- This timesheet.

Please complete

Tutor's name : _____

Date of lesson	***Student***	***Hours***	***Rate per hour***	***Fee***
25 Dec 2005	Joseph P. Bloggs	2.5	x £2 =	£5
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