Tutor's Record Sheet
Fast Track Tutors

Tutor Name:_____   **Address:**_____   **Month:**_____

The Tutor's Record Sheet and the agency fees are sent to the agency on the last <u>day of each calendar month</u> and must not arrive later than the third day of the next month. If two pupils receive tuition together, please add the name below.

Surname of Pupil	Fee per hour	Week 1		Week 2		Week 3		Week 4		Week 5	
		Date	Number of hours	Date	Number of hours	Date	Number of hours	Date	Number of hours	Date	Number of hours
Subtotals											

Total number of hours for this month:

Fast Track Tutors Fee: