

(v)

## Timesheet

Timesheets are due back via email only within 3 days of booking date

Interpreter Name: Fareeda Tarahkhal  
Job No / P.O No: ..... Language: Dari  
Assignment Date: 26/11/14 Assignment Time: 10:15 am  
Organisation: Hillingdon Hospital  
Department: Elderly Day Hospital  
Venue: Hillingdon  
Client's/Patient's Name: Mrs Lina Aslam  
Reference/Hospital No: 02523038  
Travel Time: \_\_\_\_ hrs \_\_\_\_ mins Travel Cost: £ \_\_\_\_ Mileage: 25  
Unsocial Working Hours: Mon-Fri (7pm-7am) ☐ Weekend ☐ Public (Bank) holiday ☐

### TO BE COMPLETED AND SIGNED BY AUTHORISED STAFF ONLY

Starting Time: 10:15  
Finishing Time: 11:05 Amended Finishing Time: \_\_\_\_: \_\_\_\_ Staff Initial: .....

### CANCELLATION- Please tick appropriate box and leave comment below:

Late Cancellation ☐ Patient/Client did not attend ☐ Double booking ☐ Wrong language ☐

### Monitoring - Please tick the appropriate boxes

The interpreter was: Punctual ☐ Late ☐ Very Late ☐  
The interpreter's command of English was: Excellent ☐ Good ☐ Poor ☐  
Overall feed back: Very Satisfied ☐ Satisfied ☐ Unsatisfied ☐

Additional Comments: .....

I confirm that the above named interpreter worked during the period recorded

Print name: SUE Kithen

Signature: [Signature]

Date: 26/11/14

INTERPRETER TIMESHEET: 01.04.2011 VERSION NUMBER: 5