

(v)

Timesheet

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

Interpreter Name: Famida Tanubekova
Job No / P.O No: Language: Dan
Assignment Date: 24/11/14 Assignment Time: 9:30am
Organisation: Hillingdon Hospital
Department: Cumbeke
Venue: Hillingdon
Client's/Patient's Name: FD
Reference/Hospital No: 02596222
Travel Time: ____ hrs ____ mins Travel Cost: £ ____ : ____ Mileage: 25mi
Unsocial Working Hours: Mon-Fri (7pm-7am) ☐ Weekend ☐ Public (Bank) holiday ☐

TO BE COMPLETED AND SIGNED BY AUTHORISED STAFF ONLY

Starting Time: ____ : ____
Finishing Time: ____ : ____ 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:

Signature: Date: / /

INTERPRETER TIMESHEET: 01.04.2011 VERSION NUMBER: 5