# Timesheet

**Interpreter name:**

**Job no.:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>Break (unpaid)</th>
<th>Finish time</th>
<th>Total hours (minus break)</th>
<th>Name of NESP requiring interpreter</th>
<th>Language</th>
<th>Location</th>
<th>Start</th>
<th>Finish</th>
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**Client representative to complete**

Name (print): ___________________________  Signature: ___________________________  Date: __________

Organisation: ___________________________  Position: ___________________________  Phone: ___________________________

**Instructions:**

- Complete and sign this form as soon as the job has finished and submit to AIS via email: ais@nt.gov.au
- Ensure all fields are completed in full, confirming the service was provided and the details recorded are accurate
- Where two or more breaks occur in a day please use extra lines on the timesheet to record the third and subsequent sessions
- Use a separate timesheet for separate jobs
- Complete the evaluation form on the back of this timesheet at the end of the job.
Evaluation

Your feedback is valued and will be used to improve the service that we offer. Please be assured that your comments are confidential and will only be used to collect statistical data and used to improve service performance.

Interpreter name:  
Job no.:  

Please rate the interpreter’s performance:
Excellent □  Good □  Average □  Poor □  

Would you use this interpreter again?
Yes □  No □  

Why/why not:

How can we improve our service to better suit your needs?

If you would like to provide feedback on your overall customer service experience with AIS as well as more in-depth feedback on the interpreter, we would like to invite you to also complete our on-line survey at www.surveymonkey.com/s/AISfeedback. The survey will take approximately 3 minutes to complete.

Your valued input will assist us to identify training and professional development needs for our interpreters and improve our overall level of service delivery.

If you have any concerns you would like to discuss in person please don’t hesitate to call the Booking Manager on 1800 334 944.