

# TIMESHEET



**Ways to submit your timesheet:**

1. Email a clear, legible scan of this timesheet to [timesheets@affinitycareuk.com](mailto:timesheets@affinitycareuk.com)
2. Fax a copy to **0872 1131185**
3. Post or drop off a hard copy at our office:

**The Stock Exchange, St Nicholas Street, Bristol, BSI ITG**

**PLEASE SUBMIT BY MONDAY 10AM  
TO BE PAID THE FOLLOWING FRIDAY**

**Client (including unit/ward/site name if applicable)** \_\_\_\_\_

**Candidate Name :** \_\_\_\_\_

By signing this timesheet you are confirming that you are an authorised signatory, bound by our Terms & Conditions. A copy of our Terms & Conditions will have been issued and is available at [www.affinitycareuk.com](http://www.affinitycareuk.com).

	Date	Start	Finish	Break	Hrs worked	Mileage	Expenses	Authorising Signature	Print name
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
				Total:					

**CANDIDATE SIGNATURE:**

I declare that the information submitted on this form is correct, complete and has not been claimed elsewhere.

**CANDIDATE INFO: Are there any other details you need to tell us about your assignment?**

Pre-arranged Lifts? Were your breaks/shift times different from those on the FAQ? Please note in this box & ask your line manager to sign authorising.