



Please Complete and Return this Timesheet no later than 12 PM on Tuesday.

You can email your timesheet to: info@kevy care.co.uk

Client Name: _____ Client Address: _____

Staff Name: _____ Week commencing Monday Date: _____ Week Ending Date: _____

DAYS	DATE	MORNING/ LONG DAY		LUNCH		TEA		BED/NIGHT		TOTAL HOURS PER DAY
		Start	Finish	Start	Finish	Start	Finish	Start	Finish	
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Staff Signature: _____	Date: _____	Total hours worked: _____
------------------------	-------------	---------------------------

NOTICE TO CLIENTS

We certify that the above-mentioned staff member has attended for assignment with us at the stated times and to our satisfaction.

Any questions? Please call **Key Care Ltd.** on 0333 880 0225

Email: info@kevy care.co.uk **Web:** www.kevy care.co.uk

Address: Regus House Victory Way, Crossways Business Park, Dartford, DA2 6QD