



Contractor Log Book

As a client of Trilogy Care, you are to record the details of the contractors who provide you with care services:

Details to record:

- Company (If independent, state this)
- Date (Day/Month/Year)
- Start Time (AM/PM)
- End Time (AM/PM)
- Total Time (Hours Worked)
- Project/Task Description (E.g. Lawn Mowing/Installed hand rails etc.)
- Contractor Name & Signature

By using a log book you can accurately monitor care hours received, and report to Trilogy Care if there are any inaccuracies with the care you are receiving.

The contractor log book is the **responsibility of the client or primary care giver** of the household.

This is to ensure the contractor/care worker is correctly filling out their details to ensure proper care is being given.

Contractors are to be **transparent** when writing in the logbook. Providing all information necessary in clear, legible statements.

If there are any inaccuracies with the care received, the following contacts will be able to assist:

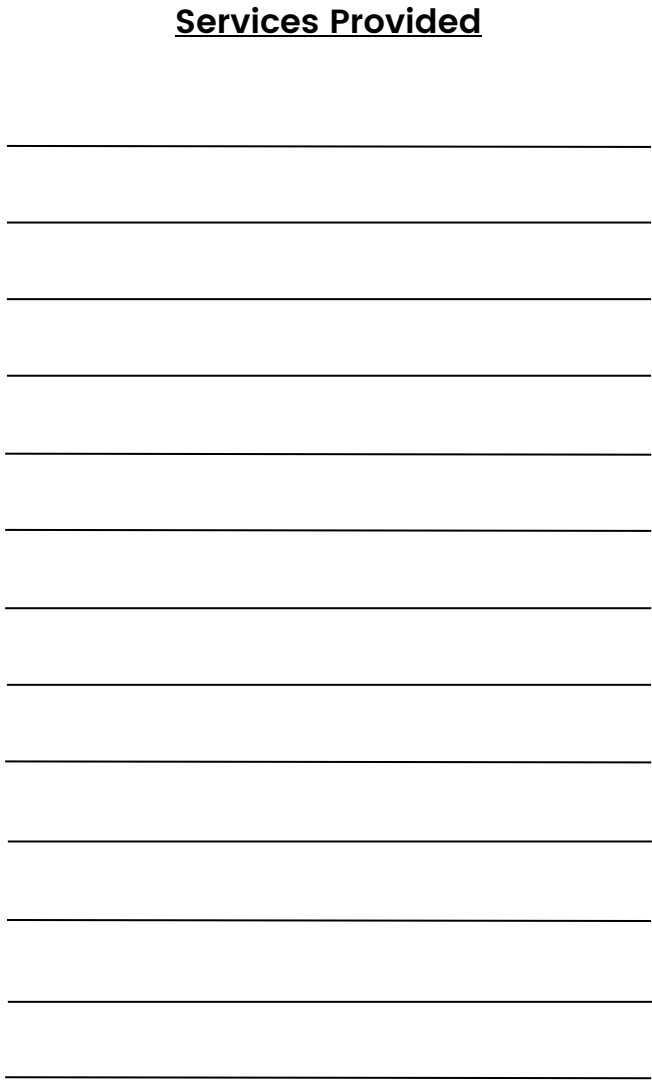
- info@trilogycare.com.au
- www.trilogycare.com.au/feedback-form/
- 1300 459 190 (Trilogy Care's Phone Number)



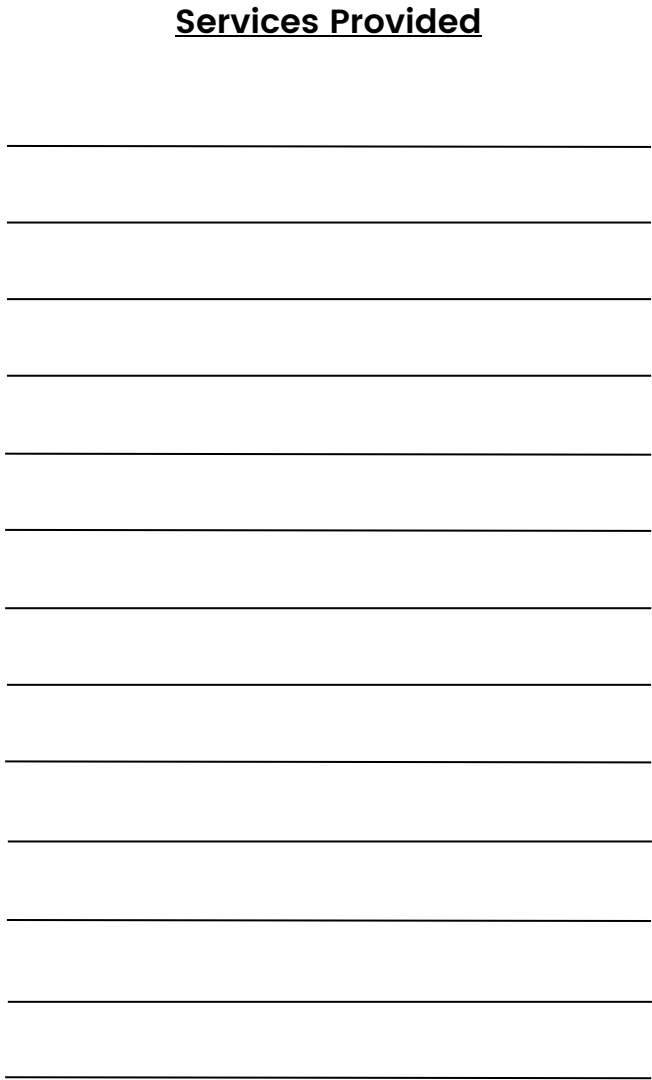
Logbook Notes

[illegible][illegible]

[illegible][illegible]

[illegible]

Client Name: _____ Client Signature: _____

[illegible]

Client Name: _____ Client Signature: _____



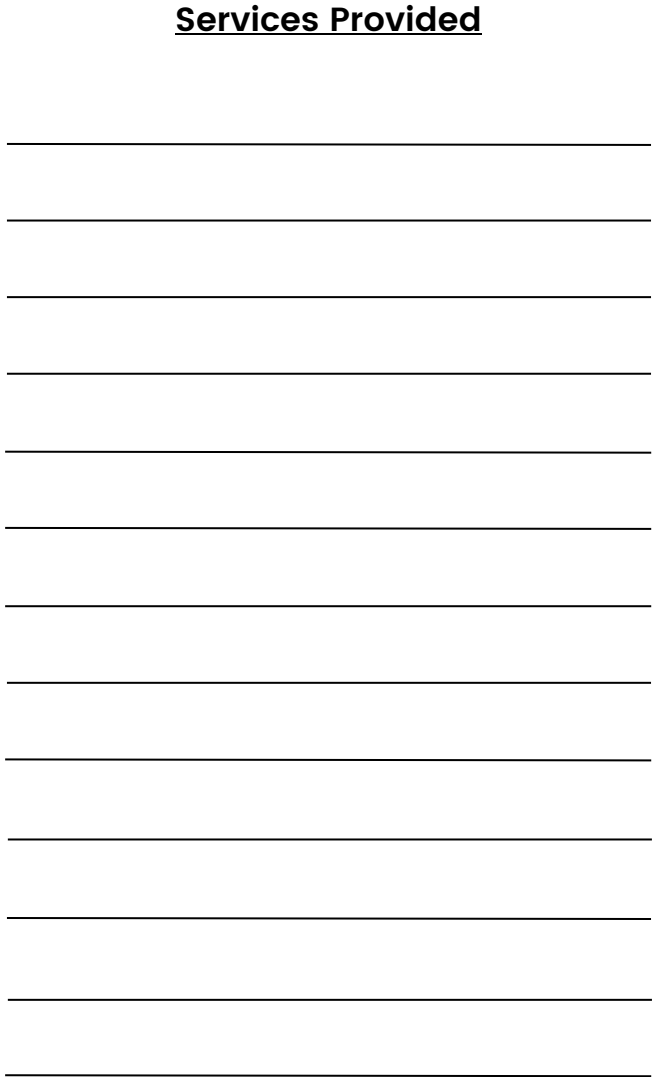
Contractor Log Book

Services Provided

[illegible][illegible]

Client Name:

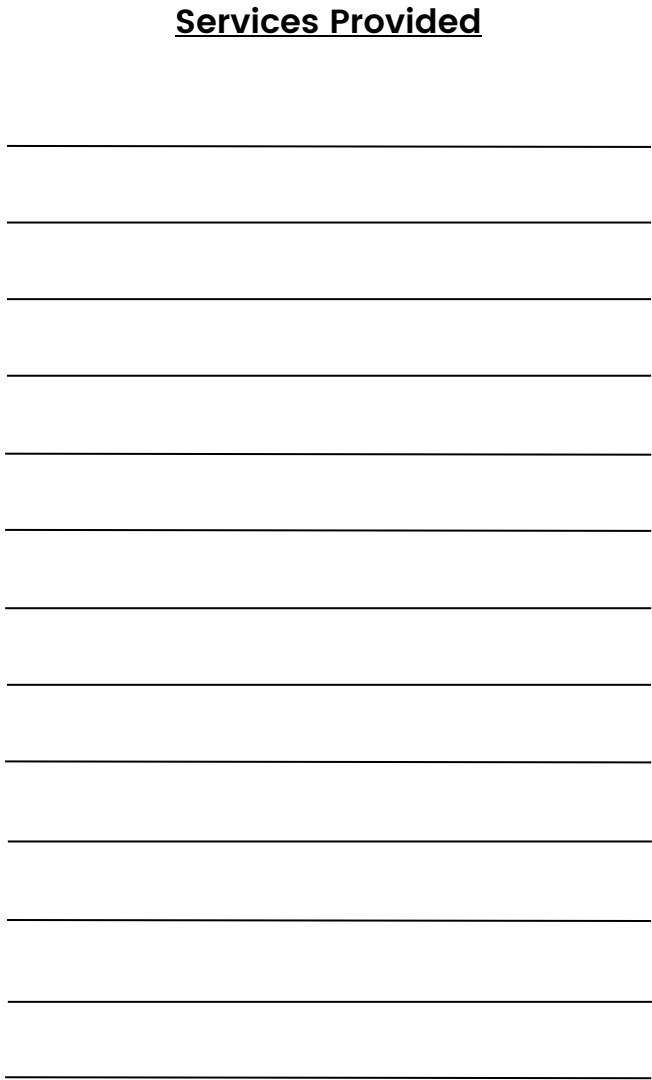
Client Signature: _____

[illegible]

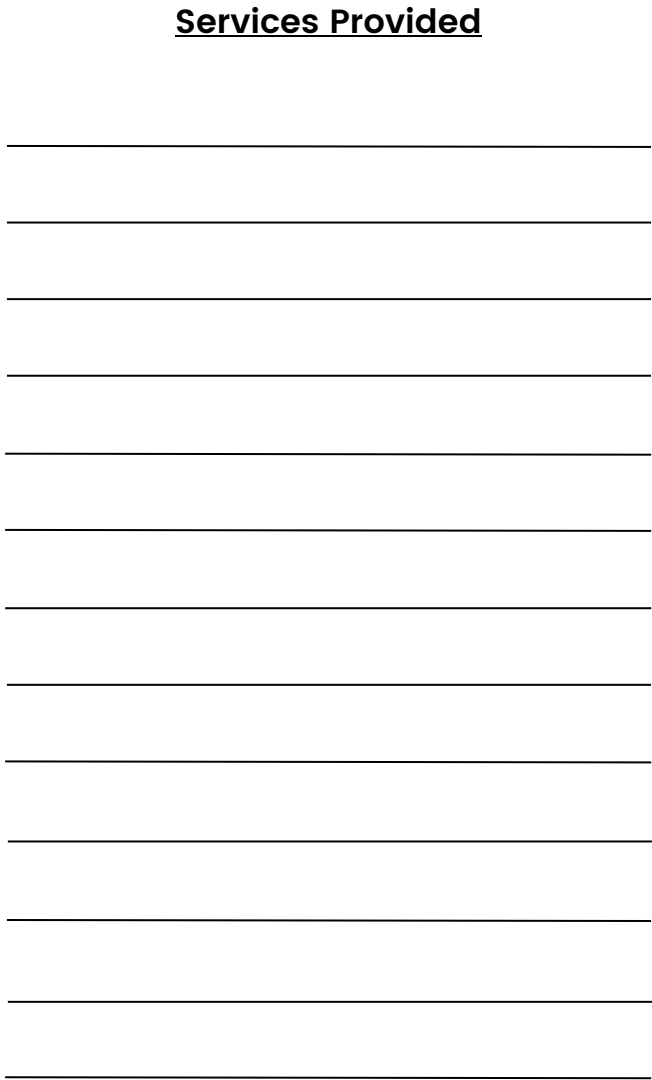
Client Name: _____ Client Signature: _____

[illegible]

Client Signature: _____

[illegible]

Client Name: _____ Client Signature: _____

[illegible]

Client Signature: _____