

## Contractor Payment Details 2009/10

### **Timesheets & Invoices:**

Your completed timesheet must be signed by an authorised person on behalf of the Client and sent to us once a month for work undertaken for the previous calendar month. The deadlines for this are shown on the schedule below. Please submit all hour's on one invoice per month.

#### **Timesheets and Invoices can be sent to us by:**

Email: [accounts@cgc-accounts.com](mailto:accounts@cgc-accounts.com)

Fax: 0118 959 4554

**Please do not send timesheets and invoices through by two different means as duplication can result in a delay in processing your payment.**

The timesheet template below is for a calendar month. If the Client requests to sign weekly timesheets then please obtain the weekly timesheet template from our website [www.connectgroupltd.com](http://www.connectgroupltd.com) or contact our admin team on 020 8973 3333. The client will still be required to sign off a monthly timesheet for you to submit to us. \*The client may also ask you to use their own version of the timesheet in place of our template.

---

#### **Documentation required for payment to be made:**

- UK Passport, EEA Passport, National Identity card or UK Residence permit
- Signed contract

If you have your own Ltd Co. then we also require the following:

(if you are using an umbrella company they will provide the following on your behalf)

- A document confirming your sort code, a/c no. and exact name of your Ltd Co. a/c (bank statement, copy cheque or bank letter)
- Ltd Company Certificate of Incorporation
- VAT Registration Certificate
- Indemnity Insurance Certificate
- 2 professional references  
(the below reference template should be submitted to 2 previous employers)

\*If any of the above documents are not applicable to you please inform us of this.

---

#### **Payments:**

Payment will be made via BACS and will only be made to a company account that matches your Ltd Company name. We do not make payments to personal accounts.

Connect Group shall only be liable to settle an account on submission of 1 invoice for the relevant period supported by an accurate and authorised timesheet. Please ensure that all invoices reflect a unique invoice no, and quote the contractor name, the Client name and a VAT registration number (if applicable).

Payment of expenses shall only be released once they have been approved by the Client and Connect Group have received payment from the Client for them.

## Contractor Payment Schedule for 2009/10

	Monday	Thursday	Monday
Calendar month being paid	Invoice & Timesheet Deadline	Payment Release Date:	Clearance Date into Ltd. Company A/C
September	05.10.09	08.10.09	12.10.09
October	02.11.09	05.11.09	09.11.09
November	07.12.09	10.12.09	14.12.09
December	04.01.10	07.01.10	<b>11.01.10</b>
January	01.02.10	04.02.10	08.02.10
February	01.03.10	04.03.10	08.03.10
<b>March</b>	<b>*06.04.10</b>	<b>09.04.10</b>	<b>13.04.10</b>
<b>April</b>	<b>*04.05.10</b>	<b>07.05.10</b>	<b>11.05.10</b>
May	07.06.10	10.06.10	14.06.10
June	05.07.10	08.07.10	12.07.10
July	02.08.10	05.08.10	09.08.10
August	06.09.10	09.09.10	<b>13.09.10</b>

### Important Points:

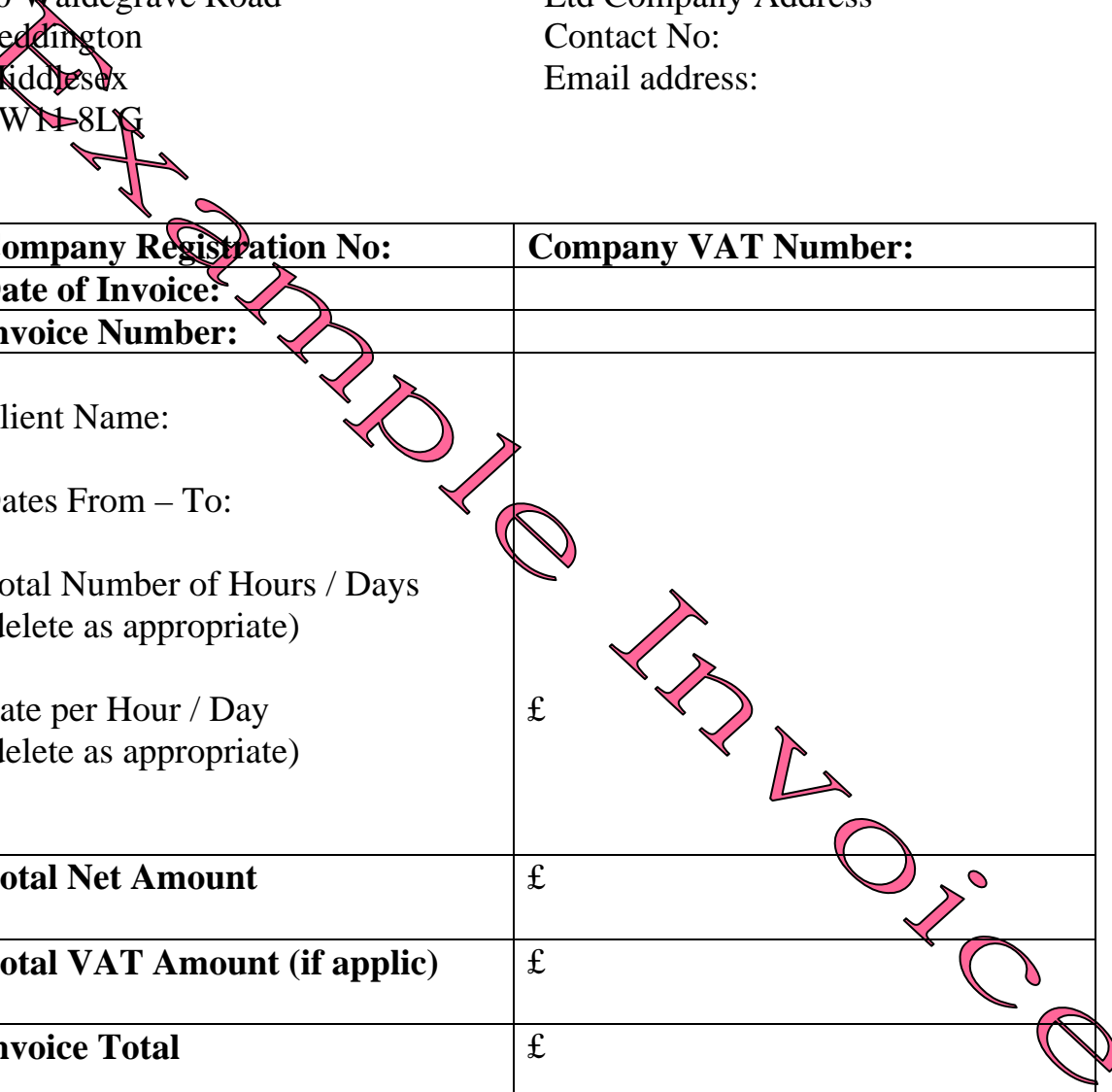
- Bank holiday weeks are shown in bold with the amended dates reflected.
- Please note that the clearance date for International payments may vary depending on the clearance policy of your Ltd. Company's bank or building society.

## Example Invoice

Connect Group Consulting Ltd  
First Floor  
60 Waldegrave Road  
Teddington  
Middlesex  
TW11 8LG

(replace with Ltd Co. details)

Consultant's Name  
Ltd Company Name  
Ltd Company Address  
Contact No:  
Email address:

<b>Company Registration No:</b>	<b>Company VAT Number:</b>
<b>Date of Invoice:</b>	
<b>Invoice Number:</b>	
Client Name:	
Dates From – To:	
Total Number of Hours / Days (delete as appropriate)	
Rate per Hour / Day (delete as appropriate)	
<b>Total Net Amount</b>	£
<b>Total VAT Amount (if applic)</b>	£
<b>Invoice Total</b>	£

**Ltd Co. Bank Details**  
**(Include Bank Name, Address, Sort Code, Account Number)**

## Contractor Timesheet

Contractors name:..... Ltd Company name.....

Client name:..... Month worked.....

Date Worked	Days Worked at Standard Rate	Days Worked at Overtime Rate 1	Days Worked at Overtime Rate 2
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			
9 <sup>th</sup>			
10 <sup>th</sup>			
11 <sup>th</sup>			
12 <sup>th</sup>			
13 <sup>th</sup>			
14 <sup>th</sup>			
15 <sup>th</sup>			
16 <sup>th</sup>			
17 <sup>th</sup>			
18 <sup>th</sup>			
19 <sup>th</sup>			
20 <sup>th</sup>			
21 <sup>st</sup>			
22 <sup>nd</sup>			
23 <sup>rd</sup>			
24 <sup>th</sup>			
25 <sup>th</sup>			
26 <sup>th</sup>			
27 <sup>th</sup>			
28 <sup>th</sup>			
29 <sup>th</sup>			
30 <sup>th</sup>			
31 <sup>st</sup>			
<b>Total No. of Days Worked</b>			

Please accept this as confirmation that I am satisfied with the work undertaken and on behalf of the client I authorise the number of hours quoted on the attached timesheet. This constitutes agreement to pay for this work and. I understand that my company will be invoiced accordingly.

**Authorised by (signature):**.....

**Title:**.....

**Date:**.....



Reference Form	
Employee Name	
Start Date	
End Date	
Job Title	
Please comment on the below areas:	
Quality of work:	
Hands on experience:	
Attitude in the workplace:	
Punctuality:	
Would you re-employ this person?	
Any Additional Information	
Completed by:	
Name	
Company Name	
Position	
Contact Details	

**Please email to [admin@cgc-ltd.co.uk](mailto:admin@cgc-ltd.co.uk) or fax to 020 8973 3777**