

Contractor Payment Details

Timesheets & Invoices:

Your completed timesheet must be signed by an authorised person on behalf of the Client and sent to us by midday on Friday of each week for work undertaken for the current week. You should submit your weekly timesheet and invoice to us using one of the following options:

Email: 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.

Documentation required for payment:

- 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 Co. Certificate of Incorporation
- VAT Registration Certificate
- Indemnity Insurance Certificate
- 2 references

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

Payment frequency:

Payments will be made weekly providing all required documentation has been received. This is released on the Wednesday following the week the work was carried out and will become cleared funds in your Ltd Company bank account on Friday of the same week.

- Where a payment date falls on a Bank Holiday, your payment would be delayed until the following working day
- Please note that the clearance date for International payments vary depending on the clearance policy of your Ltd. Company's bank / building society

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.

Please find below:

- Example Invoice Template
- Timesheet Template
- Reference Template

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:

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

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
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total No. of Days Worked			

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 or fax to 020 8973 3777