

## Contractor Payment Details 2011

### **Timesheets & Invoices:**

Your completed timesheet but 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.connectgrouppltd.com](http://www.connectgrouppltd.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.

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### **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.

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### **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 2011**

| Month                             | Monday                                   | Thursday                     | Monday                                      |
|-----------------------------------|--|------------------------------|---|
| <b>Calendar month being paid:</b> | <b>Invoice &amp; Timesheet Deadline:</b> | <b>Payment Release Date:</b> | <b>Clearance Date into Ltd. Company A/C</b> |
| <b>December</b>                   | <b>*05.01.11</b>                         | 06.01.11                     | <b>10.01.11</b>                             |
| January                           | 07.02.11                                 | 10.02.11                     | 14.02.11                                    |
| February                          | 07.03.11                                 | 10.03.11                     | 14.03.11                                    |
| March                             | 04.04.11                                 | 07.04.11                     | 11.04.11                                    |
| April                             | 09.05.11                                 | 12.05.11                     | 16.05.11                                    |
| May                               | 06.06.11                                 | 09.06.11                     | 13.06.11                                    |
| June                              | 04.07.11                                 | 07.07.11                     | 11.07.11                                    |
| July                              | 08.08.11                                 | 11.08.11                     | 15.08.11                                    |
| August                            | 05.09.11                                 | 08.09.11                     | <b>12.09.11</b>                             |
| September                         | 03.10.11                                 | 06.10.11                     | <b>10.10.11</b>                             |
| October                           | 07.11.11                                 | 10.11.11                     | <b>14.11.11</b>                             |
| November                          | 05.12.11                                 | 08.12.11                     | <b>12.12.11</b>                             |
| December                          | <b>*03.01.12</b>                         | 05.01.12                     | <b>09.01.12</b>                             |

**Please note:**

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



CONNECT GROUP

### 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<br>(delete as appropriate) |                            |
| Rate per Hour / Day<br>(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)**



Connect Group Consulting Limited. First Floor, 60 Waldegrave Road, Teddington, Middlesex, TW11 8LG  
Tel: 020 8973 3333 Fax: 020 8973 3777, www.connectgrouppltd.com



## 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:**.....



| <b>Reference Form</b>              |  |
|------------------------------------|--|
| 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@cg-ltd.co.uk](mailto:admin@cg-ltd.co.uk) or fax to 020 8973 3777**

