

**VOLT EUROPE - INTERNATIONAL**  
**CONTRACTOR INVOICE/TIMESHEET PROCEDURE**  
**THIS DOCUMENT CONTAINS INFORMATION ESSENTIAL TO ENSURING THAT YOU**  
**ARE PAID WITHIN THE TERMS OF YOUR CONTRACT.**

**(1) RECEIPT OF CERTIFICATES AND CONTRACT**

- Before any timesheet/invoice can be processed, you must send to us:
  - (a) copy of Certificate of Incorporation;
  - (b) copy of VAT Certificate (if registered for VAT);
  - (c) signed contracts.

**WE CANNOT PROCESS ANY PAYMENT TO YOU UNLESS WE ARE IN RECEIPT OF THESE ITEMS**

**(2) RECEIPT OF TIMESHEETS/INVOICES**

- Please observe the invoice/timesheet interval contained in Schedule One of your contract.
- Monthly timesheets must be completed up to each month end cut-off date, as detailed overleaf.
- Every timesheet must be signed by both yourself and an authorised member of the client staff.
- Your timesheet and accompanying invoice should be faxed to our dedicated timesheet faxline + 44 1737 761697.
- The timesheet faxline will close at Midday every Tuesday. Faxes received up to that time will be processed within the terms of your contract. Faxes received after Midday Tuesday will be processed the following week.
- Do not follow up your fax with original copies of documents - we do not need them to process your payment. If your company is registered for VAT, you must retain the original copies in your records in case they are required during the course of a routine VAT inspection.
- If the fax copy is illegible, we will ask you to re-fax and/or send the originals to us. This may cause a delay in your payment. To avoid this problem, please complete your timesheet clearly in black pen.

**(3) PAYMENT OF INVOICES**

- Provided that items (1) & (2) are complied with, we will automatically process your invoice for payment.
- Under the terms of your contract, payment of your invoice is due within seven days of receipt (i.e. the following Tuesday), under normal conditions your payment will be transmitted on Thursday to make the funds available in your bank account the following Monday.
- Payment will be made by telegraphic transfer to currency/off shore accounts and BACS to UK sterling accounts.
- If the item (2) deadline is missed, your invoice will be paid the following week.

**(4) EXPENSES CLAIMS**

- Expenses as provided for in your contract must be billed on a separate invoice and be supported by an authorised claim form and receipts (or whichever format the client requires)
- Payments of expense claims are subject to the same deadlines as timesheets.

**(5) PROBLEMS THAT MAY ARISE**

**On receipt of your timesheet/invoice we immediately check for accuracy and completeness. Sometimes the following problems can arise:**

- **TIMESHEET NOT SIGNED**  
We cannot process any timesheet that has not been signed by the client. If your timesheet carries this omission it must be signed and resubmitted. We will endeavour to contact you as soon as possible, but cannot be responsible if you miss the deadline due to this omission.
- **TIMESHEET ADDITION OR STANDARD/OVERTIME SPLIT INCORRECT**  
If your timesheet does not add up or the split between standard and overtime is incorrect, we will contact you to confirm our proposed changes. If the agreed correct total is less than that on the timesheet we will amend the timesheet accordingly. If the correct total is more than your calculation we will consult with you and the client and amend the timesheet. A copy of each amended timesheet will be sent to you for your records.
- **INVOICE DISCREPANCY**  
Where a discrepancy occurs on your invoice (such as, time doesn't agree to timesheet, rate different to contract, addition incorrect or VAT incorrect), to avoid any delay, we will pay what we calculate is correct, amend your invoice and include a copy of the invoice with your remittance advice.
- **INVOICE DOES NOT COMPLY WITH VAT**  
If you are registered for VAT your invoice must comply with certain invoice format regulations. If your invoice does not fully comply with the regulations, to avoid delay, we will pay the net amount of the invoice. We will contact you to obtain a corrected invoice, with which we can then pay the VAT element. If you are unsure of the correct format, a sample invoice is enclosed to assist you.

**(6) HOLIDAY/SICKNESS**

- If a whole week or more is missed due to holiday/sickness, it is really helpful if you can still fax through a zero value timesheet (unsigned) covering the non-productive period. Our systems are designed to identify possible missing timesheets and this action will avoid being chased unnecessarily for a timesheet.

**(7) MONTH END DATES FOR TIMESHEET CUT-OFF**

- Under the terms of your contract, your timesheet should be completed to the last working day of the calendar month.
- Please note that under your contract, submission of your work progress sheet/timesheet and invoice must be made within six weeks of the appropriate month end date for fees to become due and payable in accordance with this procedure.

MONTH:	JAN 2006	FEB 2006	MAR 2006	APR 2006	MAY 2006	JUN 2006
CUT-OFF ON:	<b>31/01/06</b>	<b>28/02/06</b>	<b>31/03/06</b>	<b>30/04/06</b>	<b>31/05/06</b>	<b>30/06/06</b>

MONTH:	JUL 2006	AUG 2006	SEPT 2006	OCT 2006	NOV 2006	DEC 2006
CUT-OFF ON:	<b>31/07/06</b>	<b>31/08/06</b>	<b>30/09/06</b>	<b>31/10/06</b>	<b>30/11/06</b>	<b>31/12/06</b>

**TIMESHEET FAXLINE: + 44 1737 761697**