



Management Company Contractor

Pay Schedule 2013/2014

Month	Last Working Day	Invoice and Timesheets to reach SPA	Processed by SPA	Payment cleared with Management Company
December 13	31.12.13	02.01.14	03.01.14	07.01.14
January	31.01.14	03.02.14	05.02.14	07.02.14
February	28.02.14	03.03.14	05.03.14	07.03.14
March	31.03.14	02.04.14	04.04.14	08.04.14
April	30.04.14	02.05.14	05.05.14	08.05.14
May	30.05.14	02.06.14	04.06.14	06.06.14
June	30.06.14	02.07.14	04.07.14	08.07.14
July	31.07.14	04.08.14	06.08.14	08.08.14
August	29.08.14	02.09.14	04.09.14	08.09.14
September	30.09.14	02.10.14	03.10.14	07.10.14
October	31.10.14	03.11.14	05.11.14	07.11.14
November	28.11.14	02.12.14	04.12.14	08.12.14
December	TBC	TBC	TBC	TBC

Authorised timesheets completed up until the last working day of the month are to reach Shirley Parsons Associates as per the above schedule. Once payment is cleared with your management company they will release payment as per your agreement with them.

All relevant information must also be provided to your management company in accordance with your agreement with them, to allow them to generate invoices.

If invoices and timesheets are not in by these dates payment will be delayed!

It is also critical that all supporting information (i.e. receipts) for client billable expenses are signed off and supplied, late submittal of back up information will inevitably delay payment.

Bank holidays will also delay payment. This has been worked into the schedule above.

Please use the contact details below for all queries and submittals

payments@shirleyparsons.com

Fax:- 01296 301797

Telephone:- Penny Mines on 01296 611314. I will try my best to answer your query or transfer you to either your account manager or finance.