

CONTRACTOR PAYMENT DATES FOR 2021

INVOICE MONTH	TIMESHEET & INVOICE RECEIVED BY	PAYMENT DATE
December 2020	Tuesday 5 th January	Friday 15 th January
January 2021	Thursday 4 th February	Monday 15 th February
February 2021	Thursday 4 th March	Monday 15 th March
March 2021	Tuesday 6 th April	Thursday 15 th April
April 2021	Thursday 6 th May	Friday 14 th May
May 2021	Friday 4 th June	Tuesday 15 th June
June 2021	Tuesday 6 th July	Thursday 15 th July
July 2021	Thursday 5 th August	Friday 13 th August
August 2021	Monday 6 th September	Wednesday 15 th September
September 2021	Wednesday 6 th October	Friday 15 th October
October 2021	Thursday 4 th November	Monday 15 th November
November 2021	Monday 6 th December	Wednesday 15 th December
December 2021	Thursday 6 th January	Friday 14 th January

Important Notes

In order to receive payment by the 15th of each month, we must receive your invoice and approved timesheet by the submission dates in the schedule. Please note if the payment date falls on a bank holiday or weekend, we will pay on the working day prior to the 15th.

If there is anything missing after the cut-off date we will endeavour to help you and get you paid as soon as we can after the 15th.

A soft copy of the timesheet is available for download from the [Head Resourcing website](#)

Invoices should be for calendar months and should be supported by the appropriate authorised timesheet.

Timesheets and invoices can be e-mailed to accounts@headresourcing.com