

CONTRACTOR PAYMENT DATES FOR 2018

INVOICE MONTH	TIMESHEET & INVOICE RECEIVED BY	PAYMENT DATE
December 2017	Monday 8 th January	Monday 15 th January
January 2018	Tuesday 6 th February	Thursday 15 th February
February 2018	Tuesday 6 th March	Thursday 15 th March
March 2018	Thursday 5 th April	Friday 13 th April
April 2018	Friday 4 th May	Tuesday 15 th May
May 2018	Wednesday 6 th June	Friday 15 th June
June 2018	Thursday 5 th July	Friday 13 th July
July 2018	Monday 6 th August	Wednesday 15 th August
August 2018	Thursday 6 th September	Friday 14 th September
September 2018	Thursday 4 th October	Monday 15 th October
October 2018	Tuesday 6 th November	Thursday 15 th November
November 2018	Thursday 6 th December	Friday 14 th December
December 2018	Friday 4 th January	Monday 15 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.

You should receive an email with login details for the Head Resourcing Timesheet Portal a week before your first month end. All timesheets & expenses should be submitted via this portal.

Invoices should be for calendar months & can be e-mailed to accounts@headresourcing.com or posted to Accounts Payable, 2 Manor Place, Edinburgh, EH3 7DD.