

## Schedule 2

### Invoicing, Payment and Expenses

- Original invoices and timesheets adhering to Sanderson's period end dates (below) must be received by the Accounts Department no later than 10am on the 10<sup>th</sup> of each month. Payment will then be made into individual bank accounts within five (5) Business Days i.e. January hours due for payment in February must be received by 10am on February 10<sup>th</sup> 2009.
- It is the Company's responsibility to ensure all paperwork, including any agreement, is in place and invoices and timesheets are correct.
- Where the 10<sup>th</sup> of the month falls on a weekend the deadline for receipt of invoices etc will be 10am on the Friday.
- If you have any questions regarding the above please contact either your consultant or email : [mail.accounts@sandersonplc.com](mailto:mail.accounts@sandersonplc.com)
- Accounts : First Floor, Clifton Down House, 54a Whiteladies Road, Clifton, Bristol BS8 2NH

01.02.09

01.03.09

29.03.09

26.04.09

31.05.09

28.06.09

02.08.09

30.08.09

27.09.09

01.11.09

29.11.09

27.12.09

- These dates are the Sunday following the last Friday of each month and timesheets should be completed up to the Sunday.
- These dates should be adhered to unless the Client requests timesheets to be completed on a calendar monthly basis (i.e Nationwide, Honda or Toyota) or any other payment method is stated in this Agreement.
- Please be advised that Nationwide, Hays (HBOS & CMIG) and hy-phen have their own billing periods that will need to be adhered to.
- Please submit a blank timesheet when not providing Services

## Consultancy Services Agreement with Company – V4

### Expenses

If applicable, expenses are to be agreed in advance, in writing, between the Client and the Company and invoiced in accordance with the following: -

- Where expenses have been incurred in a month these should be invoiced separately to ensure that in case of a query payment of the Service Fees is not delayed; Sanderson is not able to part pay invoices where one element of the invoice is incorrect or expenses have not been authorised;
- Any invoice must show net expenses with VAT detailed separately (if applicable);
- Original receipt(s) in support must be provided;
- Failure to supply the correct and complete documentation will cause a delay in payment.

Reimbursement of expenses is conditional upon:

- The Company having met all requirements in accordance with the terms of this Agreement;
- Sanderson having received payment from the Client for all corresponding expenses.