

ALLAN | CARTER

The Recruitment Partner for Communications Technology

Dear

To ensure your contract runs smoothly I have enclosed some notes, detailing our procedures, together with the necessary forms which I hope will be of use.

By following the notes enclosed there should be no problems, but if you do have any queries regarding your pay please do not hesitate to contact the Accounts Department at Bellbrae House, 168 High Street, Crowthorne +44 (0)1344 753 330

On behalf of all our team I welcome you to Allan|Carter and look forward to a long and successful partnership.

Yours sincerely
for Allan|Carter Ltd

Scott Carter
Managing Director

Allan|Carter Ltd.

Company Registration Number: 5110190

Bellbrae House, 168 High Street, Crowthorne RG45 7AT UNITED KINGDOM. Reception: +44 (0)1344 753 330 www.allancarter.com

1 DOCUMENTATION

Would you please send our Payroll Department in Crowthorne a copy of your Limited Company's Certificate of Incorporation and VAT registration document.

It is also important that the VAT registration number is included on each company invoice. Please note that no payment may be made to the limited company without a photocopy of the Company's Certificate of Incorporation.

2 TIMESHEETS

In order for the payment system to work smoothly please ensure that we receive the timesheets from you, authorised by the client, on a monthly basis. Timesheets are enclosed, and replacements are posted with your payslips each month. Please only send original timesheets, we do not accept faxes or photocopies. Please send us the original and pass a copy to your client and retain a copy for yourself. Remember to list only the hours actually worked, you should not include lunch breaks. Please enter the hours you work in decimals and not minutes, and take any work that does not add up to a full hour to the nearest quarter hour.

3 INVOICES

Particularly for first time contractors, I have enclosed a draft invoice outlining the basic information needed to process payment. Any invoice format where these basic details are included is acceptable - but incomplete information may delay payment.

4 PAYMENTS

To ensure that your invoice is processed promptly, timesheets must be returned to us by the relevant month-end date, published as part of our payment schedule. Payment will then be processed and in your chosen account by the payment date published within the current payment schedule. Payment, can be made via cheque or Direct Credit Transfer. If you would like us to pay via Direct Credit Transfer, please complete the attached form.

5 VAT

Where a VAT registration document has not yet been received VAT may not be added to an invoice, although a note to this effect should be. When the VAT registration document is finally received, a photocopy should be sent to our Payroll Department, together with an invoice for all the backdated VAT.

6 CHANGE OF ADDRESS

If you move house during the course of your contract with Allan|Carter Ltd, please notify us immediately.

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ACCOUNT DETAILS

If payment is to be made by direct credit transfer via the BACS service, would you kindly complete this form and return it to me as soon as possible to avoid any delays in your initial payments.

BANK/BUILDING SOCIETY PAYMENT DETAILS

To: Allan|Carter Ltd
Accounts Department
Bellbrae House, 168 High Street
Crowthorne RG45 7AT
United Kingdom

Your personal name:

Name of account to be credited:

Sort Code:

Account No:

Name of Bank/Building Society:

Address of Bank/ Building Society:

National Insurance Number:

Date of Birth:

Please state the address where the remittance advice should be sent:

FOR OFFICE USE ONLY

PAYROLL NUMBER:

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EXAMPLE INVOICE

To: Allan|Carter Ltd
Accounts Department
Bellbrae House, 168 High Street
Crowthorne RG45 7AT
United Kingdom

From: *Your Address Details*

Date: *Invoice date*

Company Name: *Your Company Name*

VAT Registration No: *Your VAT Registration Number (if Applicable)*

Week Ending	Hours worked/rate	£ Net	£VAT	£ Gross

For Provision of contract services of *Your Name* at *Client Name & Address*, for the period of:

Relevant dates

Registered Office: *Your Ltd Co Name*

Your Ltd Co's Registered Address

Allan|Carter Ltd.

Company Registration Number: 5110190

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