



Welcome Pack

Redefining recruitment

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Welcome to Asentis, the Support Team will do its level best to ensure you have an efficient and trouble free experience with us. You have details of the Consultant that placed you, however ideally most enquiries regarding invoicing, timesheets and payments should come to us

Payment Schedule Process

Timesheets and a covering invoice must be in by the first Tuesday of the month, as in line with the dates on the payment schedule. **Payment will be made into your account and will be cleared on the following week.**

All timesheets must be signed and must be supported by an original invoice from the Limited Company (ensuring IR35 compliance).

Signed Timesheets and Invoices may be faxed but a hard-copy of the original, must be sent via post to Asentis.

If we do not receive all the relevant documentation by the schedule date, you may re submit the documentation by the second week (Tuesday) only, however, if you miss these dates, you will not be paid until the following month. So in order to avoid disappointment, please comply with the pay run process.

- We endeavour to pay your invoices on a monthly basis with minimum delay. In order for us to do this we request that you submit your **invoices** and **timesheets** in accordance with the stated deadlines.

A timesheet template in Excel format as separate document is also provided.

- If for any reason, you miss the first pay run, you have the opportunity to re submit your invoice on the second Tuesday, to reach the second pay run.

If you do not comply with the requirements, we cannot guarantee payment until the next pay run the following month!

- All Limited Company contractors are paid via BACS.
If any of your details change please notify us as soon as possible.
- NB. If you are using an umbrella firm, they may have their own pay run which may delay payment to your bank.

Format of invoice to be sent to Asentis

A blank sample invoice form is included. The contractor, for use by their Limited Company, can adapt this sample invoice. All of the following must be included on invoices from contractor's Limited Companies to enable us to pay promptly.

- Limited Company's name, registered office address, registered number, the director's names and the VAT number if VAT charged
- The address for any correspondence relating to the invoice
- The word 'INVOICE', the invoice number and the invoice date
- The name of the Contractor and the Customer site at which the work was performed
- The Period (Start and End Date) to which the invoice relates
- The number of hours or the number of days for a daily rate
- The hourly or daily rate as stated on the contract
- The invoice sub total: VAT at the appropriate rate: and the invoice total

Any advances, discounts or other deductions should be documented and subtracted from the invoice total

I hope this 'Welcome Pack' will explain everything you need to know. We look forward to working with you, if there is anything we can do please do not hesitate to give us a call. You will find contact details for our payroll department below.

Telephone: 0207 400 6142
Email: payroll@asentis.co.uk

EXAMPLE INVOICE

(Name of Individual
Name of Limited Company
Address of Limited
Company)

Invoice to:
Asentis Ltd
14A St Cross Street
London EC1N 8XA

Date:
Invoice Number:

Please Remit Payment to: **Account Name:**
Account Number:
Bank:
Sort Code:

<u>Description</u>	Amount exclusive of VAT	VAT	Amount including VAT
For Consultancy Services Provided Daily Rate of [No of days] x £per day Allowance if Applicable			
Expenses for period of invoice:			
Total			

Company Registration No:
VAT Reg No: