



Contractor Care Pack

Included in this document are:

- Contact details
 - Required documentation list
 - Timesheet template
 - Invoice template
 - Payment schedule 2011 / 2012
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Contact details for general enquiries:

Manor House
1 The Crescent
Leatherhead
Surrey
KT22 8DH

Tel: 020 7871 0549 or 0844 880 3570

Fax: 0844 880 3571

Email: admin@digitechresourcing.co.uk

Contact details for documentation:

Timesheets and invoices should be submitted calendar monthly to:

Email: accounts@digitechresourcing.co.uk / Fax: 0844 257 1849

*Timesheets must be presented to the client for signature before submission.

Required Documentation:

Email: admin@digitechresourcing.co.uk / Fax: 0844 257 1849

- Photo ID (Passport or Driving Licence)
- 2 x Professional References
- *VAT Certificate
- *Certificate of Incorporation
- *Professional Indemnity Insurance Certificate (minimum cover required £250,000)
- *Public Liability Insurance (minimum cover required £1,000,000)
- *Proof of Ltd Co. bank details (e.g. copy of bank letter, statement or paying-in slip)

*If you decide to work via an Umbrella Company, they will provide these details on your behalf.

This documentation must be released prior to your first payment being released



Consultant name:	Ltd / Umbrella Co.:
Client (company) name:	Client contact:

Month worked: XXXX 2011	Days worked @ standard rate	*Days worked @ overtime rate
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		
11th		
12th		
13th		
14th		
15th		
16th		
17th		
18th		
19th		
20th		
21st		
22 nd		
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		
Total days worked		

Enter 1 next to each date worked (for half days worked enter 0.5)
 *Overtime rates would be specified in your Contract Schedule if applicable

Signed by:..... **Date**.....
 (Authorised signatory on behalf of the Client)

By signing this timesheet you are accepting the work carried out was to an acceptable standard and that you will be invoiced by Digitech Resourcing Ltd for the total no. of days shown.

Example Invoice

Finance Department
Digitech Resourcing Ltd
Manor House
1 The Crescent
Leatherhead
Surrey
KT22 8DH

Tax Date:
Invoice No:
Purchase Order Ref:

Invoice Description	Amount £
<ul style="list-style-type: none">Contractors nameClient nameNo. of days worked @ standard rateNo. of days worked @ overtime rate (if applicable)Rate per hour / day	XXXX.XX
Total	XXXX.XX
VAT at 20% (if applicable)	XXXX.XX
Invoice Total	XXXX.XX

VAT registration no. XXXXXXXXX

Payment Schedule: 2011 / 2012

Calendar Month	Invoice & timesheet deadline (by 12pm)	BACS Payment Process date	Clearance date in business account
Apr-11	03/05/2011	04/05/2011	06/05/2011
May-11	02/06/2011	08/06/2011	10/06/2011
Jun-11	01/07/2011	06/07/2011	08/07/2011
Jul-11	01/08/2011	03/08/2011	05/08/2011
Aug-11	02/09/2011	07/09/2011	09/09/2011
Sep-11	03/10/2011	05/10/2011	07/10/2011
Oct-11	01/11/2011	02/11/2011	04/11/2011
Nov-11	02/12/2011	07/12/2011	09/12/2011
Dec-11	03/01/2012	04/01/2012	06/01/2012
Jan-12	02/02/2012	08/02/2012	10/02/2012
Feb-12	02/03/2012	07/03/2012	09/03/2012
Mar-12	02/04/2012	04/04/2012	06/04/2012

If you are trading through an umbrella company you should ask them to confirm the timescales required to transfer the money into your own account as this may not be the same day they receive the money from Channel 3.