

Circle Group Contractor Payment Schedule 2009/2010

Invoicing Period	Deadline for Submission of Invoice(s)	Funds cleared no later than
Saturday 28th November to Friday 18th December	1pm Monday 21st December	6pm Thursday 24th December
Saturday 19th December to Friday 25th December	1pm Tuesday 5th January	6pm Monday 11th January
Saturday 26th December to Friday 29th January	1pm Tuesday 2nd February	6pm Monday 8th February
Saturday 30th January to Friday 26th February	1pm Tuesday 2nd March	6pm Monday 8th March
Saturday 27th February to Friday 26th March	1pm Friday 2nd April	6pm Thursday 8th April
Saturday 27th March to Friday 30th April	1pm Tuesday 4th May	6pm Monday 10th May
Saturday 1st May to Friday 28th May	1pm Wednesday 2nd June	6pm Tuesday 8th June
Saturday 29th May to Friday 25th June	1pm Friday 2nd July	6pm Thursday 8th July
Saturday 26th June to Friday 30th July	1pm Tuesday 3rd August	6pm Monday 9th August
Saturday 31st July to Friday 27th August	1pm Thursday 2nd September	6pm Wednesday 8th September
Saturday 28th August to Friday 24th September	1pm Monday 4th October	6pm Friday 8th October
Saturday 25th September to Friday 29th October	1pm Tuesday 2nd November	6pm Monday 8th November
Saturday 30th October to Friday 26th November	1pm Thursday 2nd December	6pm Wednesday 8th December

Please note the above does not pertain to the deadline for the submission of timesheets. Timesheets must be received by 12pm on the first working day following the week to which it relates. Please fax these to 0845 210 2233 or scan and email to contract.admin@circlerecruitment.com ***Delayed / late timesheets will result in delayed payment at month end ***