



Payment Schedule 2010/11

Month	Invoice Due	PAYMENT DATE
Jan 2010	01/02/10	10/02/10
Feb 2010	01/03/10	10/03/10
Mar 2010	01/04/10	13/04/10
Apr 2010	03/05/10	11/05/10
May 2010	01/06/10	10/06/10
Jun 2010	01/07/10	13/07/10
Jul 2010	02/08/10	10/08/10
Aug 2010	01/09/10	10/09/10
Sep 2010	01/10/10	12/10/10
Oct 2010	01/11/10	10/11/10
Nov 2010	01/12/10	10/12/10
Dec 2010	03/01/11	11/01/11
Jan 2011	01/02/11	10/02/11
Feb 2011	01/03/11	10/03/11
Mar 2011	01/04/11	12/04/11

All authorised weekly timesheets are due by 5pm on the next business day immediately after the last day of the week worked. It is your responsibility to follow up with your authorising manager to ensure the timesheet you have submitted has been authorised.

All invoices are due by 5pm on the next business day immediately after the last day of the month worked. All authorised timesheets and corresponding invoices must be received by the respective due dates to avoid any delays in payment.

If a timesheet or invoice due date falls on a Public Holiday, your timesheet or invoice is due the next business day.

Please contact us if you anticipate any difficulties keeping to particular deadlines, including if you will be on leave and unable to submit timesheet(s) and/or invoice(s). Thank you.