

Freelance and self-employed invoicing information

Hi Guy's and girls.

From the 1st of October 2013 Chorley Bunce Ltd will need any self employed or freelance person to put the following information on their invoice.

Failure to put this information on your invoice will result in a delay on payment until the invoice has this information on it.

Current residential address

Your name or the name of sole trader

The Date the invoice was raised

Invoice number

The job or production you are on or the invoice relates to

Your start and finish time for every day worked, with the total hours for every day. (unless you are on a day rate)

The grand total of hours in that week (unless you are on a day rate.)

A note on any day you worked over 12 hours briefly explaining why. (unless you are on a day rate.)

The pay rate.

Bank details (sort code & account number)

Your NI Number

A Disclaimer saying

" I (your name) understand and realise I am totally responsible for paying my own Tax's and National Insurance contributions"

Any Fuel, Phone, Train, Taxi, Flights, clothing, repairs, tolls, transfers, accommodation or any perches made on behalf of Chorley BunceLtd must have a valid VAT receipt or proof of payment.

Pleas email your invoices to
chorley.bunce@gmail.com

Please CC a copy of your invoice to Lyn Dixon our book keeper
nbcLtd.dixon@gmail.com

Any invoices sent to Lyn without emailing the Main Chorley
Bunce email acc will not get paid.

Payment.

We pay all invoices within 3-4 working days of receipt

We will pay you by bank transfer if you have put your bank
details on your invoice.

From time to time we use Barclays "Pingit" when for what ever
reason we can't pay in our usual way.

To receive a payment in this way please register for Pingit at

<https://wra.secure.barclays.com/registration/pingitregnhome.action?version=mobile>

Or install the App

Iphone

<https://itunes.apple.com/gb/app/barclays-pingit/id496552142>

Or

Android

https://play.google.com/store/apps/details?id=com.barclays.apps.pingit&hl=en_GB

Invoice Checking.

All staff invoices go through a check process by Lyn our book keeper.

More often than not Lyn doesn't spot any quires so they just get paid every week within 3-4 working days of receipt.

If you make sure your invoice meets all the above requirements there is rarely a problem.

If on the odd occasion there is a discrepancy, the invoice still gets paid minus the discrepancy or in full.

Then me or Mark gives you a call just to clarify the discrepancy.

Finally we will no longer except any invoices created in the main body of the email the invoice has to be a separate document.

If you can turn your invoice document into a PDF format it helps us this end but it's not essential.

PDF (portable document format) is usually done by choosing "save as" or "Export" from the menu bar of the software you are using to create the invoice. Eg — Windows is "Word or Excel" or Mac is "Pages or Numbers"

We recommend using Wave invoicing
It's simple to set up and you can raise invoices on your phone.

iOS

<https://itunes.apple.com/app/id881629660>

Easy Invoice by Geode Software <https://appsto.re/gb/BLiKI.i>

<http://invoiceto.me> (this works well on smart phones)

<http://www.aynax.com/freeInvoiceTemplate.php>

<http://www.simpleinvoices.org>

https://www.paypal.com/ie/cgi-bin/webscr?cmd=p/sell/invoicing_intro-outside

<http://www.freelanceadvisor.co.uk/invoice-templates/>

<https://docs.google.com/templates?q=invoice&sort=user&view=public>

Any questions please ask Dave or Mark

Thanks.