

PAYMENT CALENDAR

MONTH	JANUARY	FEBRAURY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INITIAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	06/02/2019	06/03/2019	04/04/2019	07/05/2019	06/06/2019	04/07/2019	06/08/2019	05/09/2019	04/10/2019	06/11/2019	06/12/2019	07/01/2020
INITIAL PAYMENT FOR MONTH	12/02/2019	12/03/2019	10/04/2019	13/05/2019	12/06/2019	10/07/2019	12/08/2019	11/09/2019	10/10/2019	12/11/2019	13/12/2019	13/01/2020
FINAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	12/02/2019	12/03/2019	11/04/2019	13/05/2019	12/06/2019	10/07/2019	12/08/2019	11/09/2019	10/10/2019	12/11/2019	Not Applicable	13/01/2020
FINAL PAYMENT FOR MONTH	15/02/2019	15/03/2019	16/04/2019	16/05/2019	17/06/2019	16/07/2019	16/08/2019	16/09/2019	16/10/2019	15/11/2019	Not Applicable	17/01/2020

All invoices are to be supported by Client authorised work templates and where applicable Client authorised expense template.

Where expenses are being claimed, copy receipts (PDF format only) must be provided.

ALL INVOICE DOCUMENTATION IS TO BE SENT TO: INVOICES@EDRLTD.COM ONLY