

PAYMENT CALENDAR

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INITIAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	05/02/2020	05/03/2020	03/04/2020	05/05/2020	05/06/2020	03/07/2020	05/08/2020	04/09/2020	05/10/2020	06/11/2020	07/12/2020	06/01/2021
INITIAL PAYMENT FOR MONTH	11/02/2020	11/03/2020	09/04/2020	12/05/2020	11/06/2020	09/07/2020	11/08/2020	10/09/2020	12/10/2020	12/11/2020	14/12/2020	12/01/2021
FINAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	11/02/2020	11/03/2020	09/04/2020	12/05/2020	12/06/2020	10/07/2020	11/08/2020	11/09/2020	12/10/2020	12/11/2020	Not Applicable	12/01/2021
FINAL PAYMENT FOR MONTH	14/02/2020	16/03/2020	15/04/2020	15/05/2020	16/06/2020	15/07/2020	14/08/2020	16/09/2020	16/10/2019	16/11/2020	Not Applicable	15/01/2021

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) must be provided.

ALL INVOICING DOCUMENTATION CAN BE EMAILED TO INVOICES@EDRLTD.COM