

PAYMENT CALENDAR

MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
INITIAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	03/02/2021	03/03/2021	07/04/2021	06/05/2021	03/06/2021	05/07/2021	04/08/2021	03/09/2021	05/10/2021	04/11/2021	07/12/2021	06/01/2022
INITIAL PAYMENT FOR MONTH	10/02/2021	10/03/2021	13/04/2021	12/05/2021	10/06/2021	12/07/2021	11/08/2021	10/09/2021	12/10/2021	12/11/2021	14/12/2021	13/01/2022
FINAL DEADLINE FOR DOCUMENTATION TO BE RECEIVED	11/02/2021	11/03/2021	13/04/2021	12/05/2021	10/06/2021	12/07/2021	11/08/2021	10/09/2021	12/10/2021	12/11/2021	Not Applicable	13/01/2022
FINAL PAYMENT FOR MONTH	16/02/2021	16/03/2021	16/04/2021	17/05/2021	15/06/2021	15/07/2021	16/08/2021	15/09/2021	15/10/2021	16/11/2021	Not Applicable	18/01/2022

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