



## **Executive Net Invoicing policy for external consultants: 2008/9**

### **All invoices should be addressed to:**

Executive Net Ltd  
Att: Accounts Payable  
Beacon House  
South Road  
Surrey KT13 9DZ  
VAT No - Executive Net Ltd 835 408 623

Please only email electronic copies of Invoice to: [accounts@executivenet.net](mailto:accounts@executivenet.net)

**Please only send one invoice per month (with approved timesheets)**

Please only invoice once timesheets have been approved.

### **Your invoice must contain the following information:**

Your company name & address

Your VAT number

Your bank details including:

- Bank Name and address
- Name on account
- Account number
- Sort Code
- IBAN number (International transfers)
- BIC number (International transfers)
- SWIFT code (International transfers)

### **Invoice content**

- Name of resource
- Number of hours/days worked
- Customer and project names
- Your hourly/daily rate
- Time period : Invoices should be sent once a month and should only be up to the week ending containing the last Friday of the month (Please use the same week endings as our time sheeting system InTime)
- Invoice total
- VAT (please note that all invoices originating from any country outside the UK may not contain VAT charges).