

Weekly Pay Schedule

This Pay Schedule should be read in conjunction with the Assignment Schedule, and shall apply where the Invoice Period defined in the Assignment Schedule is Weekly.

Submission Deadline

The Submission Deadline is 5.30pm every Tuesday for work completed the preceding week.

Payment Date

The Payment Date shall be the subsequent Friday after the week ending period.

For example, for work completed week ending Friday 6 August the Submission Deadline is Tuesday 10 August and the Payment Date is Friday 13 August.

Additional Guidelines

- a) For IDPP to meet the Payment Date correct and complete Supplier invoices, together with duly authorised Work Records and Expenses (where applicable) must be received by IDPP by the Submission Deadline.
- b) Assuming the above, IDPP will make a BACS payment on the Payment Date. It takes on average 3 working days for payment to reach the Supplier's bank account. IDPP cannot, however, influence the speed at which different banks process received funds, so **IDPP cannot guarantee the date of receipt** into the Supplier's bank account.
- c) Any invoices or Work Records received after the Submission Deadline will be held and processed the following week.
- d) For the sake of efficiency, IDPP encourage the submission of invoices and Work Records by email. However we also accept submissions by fax or post. Please send all documentation through as follows:
 - e-mail to: invoiceadmin@idpp.com; or
 - fax to: Invoice Admin on +44 (0)20 8332 0513; or
 - post to: Invoice Admin, IDPP, 34 The Quadrant, Richmond, Surrey TW9 1DN, UK
- e) Any queries regarding payment should be made to the applicable email address above, or by telephone on + 44 (0)20 8334 7500.