



## Consultant Invoice Payments

Prior to the payment of your first invoice you will receive a call from a member of the Finance team to verbally confirm your bank detail. This is a requirement from our bank, in order to protect your payment against fraudulent activity and is necessary before your first payment can be processed.

**In order to have your monthly invoice paid within seven working days please ensure that the following criteria are met**

- Ensure all invoices and invoice queries are sent to: [europerebilling@oxfordcorp.com](mailto:europerebilling@oxfordcorp.com).
- Time and expenses on invoices must match exactly what has been entered and approved on the OxTC System.
- Monthly invoices should only include approved hours and expenses to the last Friday of the month, as per the sample invoice for May 2018 which can be seen on the reverse.
- Invoices can only be paid when all the time sheets and expenses have been approved and processed.
- The cut off time for weekly time sheet approval is 10am GMT every Tuesday.

We recommend that you only invoice Oxford after receiving the confirmation e-mail that says all the timesheets and expenses are approved on OxTC.

### Currency

Expenses must be entered on OxTC in the currency as per your contract. For example, if your contract is in Euro then all expenses must be converted to and entered in Euro on OxTC.

### Invoice Requirements

Please ensure that the following bank details are on each invoice:

1. Beneficiary /payee name
2. IBAN number
3. Swift code.

Invoices must include the consultant's name as well as their company name.

Please ensure that the correct VAT treatment is applied to the invoice.

Queries will be responded to within 24 hours.

*Thank you from the Finance team.*

Company Name

Company Address

City

Postcode

Vat Number

Sample Invoice LTD

58 Anystreet Street

Berlin

ABC 99D

DE 123456789

DATE:

31st May 2018

Invoice No:

1234

Company Name:

Company Address:

Oxford Global Resources Ltd

Penrose Quay

Cork City

Ireland

Work Location

Client Name:

Consultant Name:

ABC LTD

Joe Bloggs

<u>Hours for Week Ending</u>	<u>Hours approved</u>	<u>Rate</u>	<u>Total per week</u>
4th May 2018	44.00	€50.00	€2,200.00
11th May 2018	52.50	€50.00	€2,625.00
18th May 2018	43.50	€50.00	€2,175.00
25th May 2018	43.00	€50.00	€2,150.00

<u>Expenses for Week Ending</u>	<u>Amount</u>	
4th May 2018	€500.00	€500.00
11th May 2018	€200.00	€200.00
18th May 2018	€500.00	€500.00
25th May 2018	€135.00	€135.00
TOTAL		€10,485.00

BANK DETAILS

Bank Name :

Benificiary Name:

IBAN:

Swift/ BIC Code:

RABO Bank

Sample Ltd

IE10ULSB12345678910

ULSBIE2D

Registered Office 58 Anystreet, City POSTCODE. Registered in Country 7891011