

Dear Consultant

Thank you for contracting through MA Associates Worldwide Limited, we hope your assignment is a success.

The following document highlights some key administrative aspects with which to adhere to ensure the timely settlement of payments.

Your main point of contact within MA Associates will be Rachael Whitlock.
Please contact her on +44 (0) 870 428 1011.

Our month end cut off is the last Saturday in the month. To ensure our consultants are paid on time it is imperative that all signed timesheets and invoices are received by the Accounts Department by *Monday at 5pm following the last Saturday of the month.*

Address

MA Associates Worldwide Ltd
Accounts Department
Business Design Centre
52 Upper Street
Islington
London
N1 0QH

Contact Numbers

Telephone No: +44 (0) 870 428 1011
Fax No: +44 (0) 870 428 1012

E-Mail

Rachael.Whitlock@ma-worldwide.com

Please Note:

*** Any invoices received after the "Monthly Invoice Deadline" will not be processed until the following month**

The Mondays for 2007 by which we must have documents to us are as follows:

8th January
29th January
26th February
2nd April
30th April
28th May
2nd July
30th July
27th August
1st October
29th October
26th November
17th December

Standard contractor pay schedule for 2007

Monthly Invoice

This schedule applies to Limited Company Contractors.

It is the aim of all our staff to ensure that the administration supporting your contract runs as smoothly as possible. Your assistance in the small details helps us enormously.

- Timesheets provided by MA Associates, or the client where specified, and signed by the Clients representative, MUST be sent/faxed to us each month and addressed to MA Associates at the above address.
PLEASE DO NOT SEND MULTIPLE COPIES OF THE SAME DOCUMENT VIA DIFFERENT MEDIA HOWEVER AS THIS CAUSES DELAYS IN PROCESSING AND THEREFORE PAYMENT
- If you are operating a Limited Company, MA Associates must be supplied with a copy of the company's Certificate of Incorporation and VAT Registration Certificate (If applicable). Should you de-register your company for VAT purposes, you are obliged to notify MA Associates of this change immediately. Also change of Ltd Company can only occur at contract renewal.
- It is MA Associates policy to settle all payments by BACS. Please ensure that your company's banking details are provided. The "account holder" name of the bank account must be the same name as your limited company. Payments will NOT be made to personal bank accounts. Please notify MA Associates in writing of any changes to bank details in advance.
- MA Associates shall only be liable to settle an account on submission of 1 invoice for the relevant period supported by accurate and authorised supporting documents. The invoice should identify the name of the contractor and the client as well as the VAT number, and the Limited Company details. We are not able to part pay invoices where one element of the invoice is incorrect or not authorised.
- Failure to supply the correct and complete documentation will cause a delay in payment.
- For payments to International bank accounts, the cleared funds date will be impacted by the time required to clear international banking systems which can be greater than the two days in the UK. These additional banking days should be added to the cleared funds date.
- Please Note: MA Associates will process one invoice payment a month per contractor.