

Contractor / Freelancer Payment Process

We pay invoices every week via BACS, with the money hitting your account on Fridays, 30 days from receipt of invoice.

Please note all invoices need to be accompanied by an authorised timesheet or they will automatically be rejected by our accounting system.

It is your responsibility to ensure that timesheets are authorised.

Most of our clients use our online timesheet system, InTime. Once your contract is confirmed, you will be sent login details for the InTime system. When you have completed your online timesheet your line manager will receive an e-mail asking them for authorisation. **Please ensure that your timesheet has been authorised by your line manager before invoicing us.**

For contractors working at clients still using the paper system please ensure that you complete your timesheets at the end of each week and get your line manager to sign them. Please do not invoice us until you have signed timesheets to accompany the invoice as it will automatically be rejected by our accounting system.

Ecom Recruitment will not release payment without relevant authorised timesheets.

We also require a copy of your Certificate of Incorporation, VAT Certificate (if you are VAT registered), and proof of ID for our records.

The above information can be:

e-mailed to accounts@ecomrecruitment.com

posted to Ecom Recruitment, Colet Court, 100 Hammersmith Rd, London, W6 7JP,

or faxed to us on 08717 143 582

Ecom paper timesheets can be downloaded from this website