

# GUIDANCE FOR INTERIM MANAGERS

## CONTACT DETAILS

When you begin an assignment with us, please make sure that we have the following:

- Full Name
- Trading Name
- Home Telephone, Mobile Telephone and Fax Numbers
- Postal and Email Addresses
- Bank Details

## COMPANY STATUS

- Bis Henderson Recruitment requires that you be set up as a 'limited company'.

*PLEASE NOTE:* We cannot trade or contract with individuals directly.

## CONTRACTS

Two copies of our agreement will be signed and sent out to you when the assignment terms have been agreed by all parties. Please sign these and return one copy to us, the second being for your files.

## TIMESHEETS

- Timesheets must be signed and dated by you (the interim) and by the client.
- All expenses and mileage should be detailed on the timesheet if you intend to claim via Bis Interim and not directly from the client (that decision will be made at the point of contract).
- Timesheets are to be submitted weekly – by fax, post or e-mail – by the Wednesday of the following week. If there is a delay in getting them signed, please send in an unsigned copy.
- Original copies of timesheets must be received with your invoice, or earlier.
- Please make sure that the total line is completed before the client signs it.

*PLEASE NOTE:* We will only pay for time and expenses signed for by the client.

## **INVOICING**

- Invoices should be submitted at the end of each calendar month and will be paid before the end of the following month.
- Invoices should be numbered and dated and show details of your trading company, its full name and address, the company registration number, if limited, and VAT number, if registered for VAT.

## **PAYMENT**

Payment will be made by BACS, directly into your bank account and a remittance advice will be sent to you by e-mail.

*PLEASE NOTE:* No payment will be made unless we have received all original signed timesheets for the period claimed for.

## **INSURANCE**

You will be required to have professional indemnity insurance to cover your business, and we will need to see evidence of the cover in place.