

Contractor Schedules for filing of timesheets 2010/2011

Helium pays its contractors on the 25th of the month. It is very important that we receive time sheets and invoices based on the schedule set out below. This will allow a smooth process within the payment cycle.

Payment is made by direct credit, or as agreed with the contractor.

A GST tax invoice is required from our GST Registered Contractors

Invoice Schedule:

Month	Month Start (1 st Business Day)	Month End (Last Business Day)	Invoice to Helium by
Sept 2010	1.09.10	30.09.10	05.10.10
Oct 2010	01.10.10	29.10.10	03.11.10
Nov 2010	01.11.10	30.11.10	06.12.10
Dec 2010	01.12.10	31.12.10	05.01.11
Jan 2011	03.01.11	31.01.11	03.02.11
Feb 2011	01.02.11	28.02.11	03.03.11
Mar 2011	01.03.11	31.03.11	05.04.11
Apr 2011	01.04.11	29.04.11	04.05.11
May 2011	02.05.11	31.05.11	03.06.11
Jun 2011	01.06.11	30.06.11	05.07.11
Jul 2011	01.07.11	29.07.11	03.08.11
Aug 2011	01.08.11	31.08.11	05.09.11
Sep 2011	01.09.11	30.09.11	05.10.11
Oct 2011	03.10.11	31.10.11	03.11.11
Nov 2011	01.11.11	30.11.11	05.12.11
Dec 2011	01.12.11	30.12.11	04.01.12

Reminder:

- To avoid the possibility of a delayed payment, please ensure we receive your details in accordance with the above schedule.
- Contractor invoices are accepted on a monthly basis. The signed timesheets can be accepted weekly, fortnightly or monthly by fax, scanned image or post.