

Appendix C

Payment Periods

SCHEDULE OF PERIOD END DATES

For clarification and avoidance of doubt: The Contractor shall submit details of the sums sought for payment to the Company at intervals as shown below. Payment Applications are to be made no later than the Payment Period end date in which the work has been carried out. The application will then be assessed by the Company no later than 14 days after the due date for a Payment Application submission (also period end date) whereby the Company shall issue a Payment Notice for the assessed amount. The Contractor shall within 7 days issue a corresponding VAT invoice. A copy of the Payment Notice is to be attached to the invoice and submitted to the Accounts Dept for payment. The due date for payment shall be 21 days after the Company receives the Payment Application. The Final Date for Payment shall be 28 days following the due date for payment. Payment notification and/or pay less amounts will be notified prior to the Final Dates for Payment. In addition the Contractor is required to submit each week a summary of labour costs (plus any Additional Equipment and Materials) validated by the supporting (signed) shift reports (timesheets).

Select Financial Year: **2015-16**

Period 1	Start	Finish
Week 1	01/04/2015	11/04/2015
Week 2	12/04/2015	18/04/2015
Week 3	19/04/2015	25/04/2015
Week 4	26/04/2015	02/05/2015

Period 2	Start	Finish
Week 1	03/05/2015	09/05/2015
Week 2	10/05/2015	16/05/2015
Week 3	17/05/2015	23/05/2015
Week 4	24/05/2015	30/05/2015

Period 3	Start	Finish
Week 1	31/05/2015	06/06/2015
Week 2	07/06/2015	13/06/2015
Week 3	14/06/2015	20/06/2015
Week 4	21/06/2015	27/06/2015

Period 4	Start	Finish
Week 1	28/06/2015	04/07/2015
Week 2	05/07/2015	11/07/2015
Week 3	12/07/2015	18/07/2015
Week 4	19/07/2015	25/07/2015

Period 5	Start	Finish
Week 1	26/07/2015	01/08/2015
Week 2	02/08/2015	08/08/2015
Week 3	09/08/2015	15/08/2015
Week 4	16/08/2015	22/08/2015

Period 6	Start	Finish
Week 1	23/08/2015	29/08/2015
Week 2	30/08/2015	05/09/2015
Week 3	06/09/2015	12/09/2015
Week 4	13/09/2015	19/09/2015

Period 7	Start	Finish
Week 1	20/09/2015	26/09/2015
Week 2	27/09/2015	03/10/2015
Week 3	04/10/2015	10/10/2015
Week 4	11/10/2015	17/10/2015

Period 8	Start	Finish
Week 1	18/10/2015	24/10/2015
Week 2	25/10/2015	31/10/2015
Week 3	01/11/2015	07/11/2015
Week 4	08/11/2015	14/11/2015

Period 9	Start	Finish
Week 1	15/11/2015	21/11/2015
Week 2	22/11/2015	28/11/2015
Week 3	29/11/2015	05/12/2015
Week 4	06/12/2015	12/12/2015

Period 10	Start	Finish
Week 1	13/12/2015	19/12/2015
Week 2	20/12/2015	26/12/2015
Week 3	27/12/2015	02/01/2016
Week 4	03/01/2016	09/01/2016

Period 11	Start	Finish
Week 1	10/01/2016	16/01/2016
Week 2	17/01/2016	23/01/2016
Week 3	24/01/2016	30/01/2016
Week 4	31/01/2016	06/02/2016

Period 12	Start	Finish
Week 1	07/02/2016	13/02/2016
Week 2	14/02/2016	20/02/2016
Week 3	21/02/2016	27/02/2016
Week 4	28/02/2016	05/03/2016

Period 13	Start	Finish
Week 1	06/03/2016	12/03/2016
Week 2	13/03/2016	19/03/2016
Week 3	20/03/2016	26/03/2016
Week 4	27/03/2016	31/03/2016

Select Financial Year: **2016-17**

Period 1	Start	Finish
Week 1	01/04/2016	09/04/2016
Week 2	10/04/2016	16/04/2016
Week 3	17/04/2016	23/04/2016
Week 4	24/04/2016	30/04/2016

Period 2	Start	Finish
Week 1	01/05/2016	07/05/2016
Week 2	08/05/2016	14/05/2016
Week 3	15/05/2016	21/05/2016
Week 4	22/05/2016	28/05/2016

Period 3	Start	Finish
Week 1	29/05/2016	04/06/2016
Week 2	05/06/2016	11/06/2016
Week 3	12/06/2016	18/06/2016
Week 4	19/06/2016	25/06/2016

Period 4	Start	Finish
Week 1	26/06/2016	02/07/2016
Week 2	03/07/2016	09/07/2016
Week 3	10/07/2016	16/07/2016
Week 4	17/07/2016	23/07/2016

Period 5	Start	Finish
Week 1	24/07/2016	30/07/2016
Week 2	31/07/2016	06/08/2016
Week 3	07/08/2016	13/08/2016
Week 4	14/08/2016	20/08/2016

Period 6	Start	Finish
Week 1	21/08/2016	27/08/2016
Week 2	28/08/2016	03/09/2016
Week 3	04/09/2016	10/09/2016
Week 4	11/09/2016	17/09/2016

Period 7	Start	Finish
Week 1	18/09/2016	24/09/2016
Week 2	25/09/2016	01/10/2016
Week 3	02/10/2016	08/10/2016
Week 4	09/10/2016	15/10/2016

Period 8	Start	Finish
Week 1	16/10/2016	22/10/2016
Week 2	23/10/2016	29/10/2016
Week 3	30/10/2016	05/11/2016
Week 4	06/11/2016	12/11/2016

Period 9	Start	Finish
Week 1	13/11/2016	19/11/2016
Week 2	20/11/2016	26/11/2016
Week 3	27/11/2016	03/12/2016
Week 4	04/12/2016	10/12/2016

Period 10	Start	Finish
Week 1	11/12/2016	17/12/2016
Week 2	18/12/2016	24/12/2016
Week 3	25/12/2016	31/12/2016
Week 4	01/01/2017	07/01/2017

Period 11	Start	Finish
Week 1	08/01/2017	14/01/2017
Week 2	15/01/2017	21/01/2017
Week 3	22/01/2017	28/01/2017
Week 4	29/01/2017	04/02/2017

Period 12	Start	Finish
Week 1	05/02/2017	11/02/2017
Week 2	12/02/2017	18/02/2017
Week 3	19/02/2017	25/02/2017
Week 4	26/02/2017	04/03/2017

Period 13	Start	Finish
Week 1	05/03/2017	11/03/2017
Week 2	12/03/2017	18/03/2017
Week 3	19/03/2017	25/03/2017
Week 4	26/03/2017	31/03/2017

Select Financial Year: **2017-18**

Period 1	Start	Finish
Week 1	01/04/2017	08/04/2017
Week 2	09/04/2017	15/04/2017
Week 3	16/04/2017	22/04/2017
Week 4	23/04/2017	29/04/2017

Period 2	Start	Finish
Week 1	30/04/2017	06/05/2017
Week 2	07/05/2017	13/05/2017
Week 3	14/05/2017	20/05/2017
Week 4	21/05/2017	27/05/2017

Period 3	Start	Finish
Week 1	28/05/2017	03/06/2017
Week 2	04/06/2017	10/06/2017
Week 3	11/06/2017	17/06/2017
Week 4	18/06/2017	24/06/2017

Period 4	Start	Finish
Week 1	25/06/2017	01/07/2017
Week 2	02/07/2017	08/07/2017
Week 3	09/07/2017	15/07/2017
Week 4	16/07/2017	22/07/2017

Period 5	Start	Finish
Week 1	23/07/2017	29/07/2017
Week 2	30/07/2017	05/08/2017
Week 3	06/08/2017	12/08/2017
Week 4	13/08/2017	19/08/2017

Period 6	Start	Finish
Week 1	20/08/2017	26/08/2017
Week 2	27/08/2017	02/09/2017
Week 3	03/09/2017	09/09/2017
Week 4	10/09/2017	16/09/2017

Period 7	Start	Finish
Week 1	17/09/2017	23/09/2017
Week 2	24/09/2017	30/09/2017
Week 3	01/10/2017	07/10/2017
Week 4	08/10/2017	14/10/2017

Period 8	Start	Finish
Week 1	15/10/2017	21/10/2017
Week 2	22/10/2017	28/10/2017
Week 3	29/10/2017	04/11/2017
Week 4	05/11/2017	11/11/2017

Period 9	Start	Finish
Week 1	12/11/2017	18/11/2017
Week 2	19/11/2017	25/11/2017
Week 3	26/11/2017	02/12/2017
Week 4	03/12/2017	09/12/2017

Period 10	Start	Finish
Week 1	10/12/2017	16/12/2017
Week 2	17/12/2017	23/12/2017
Week 3	24/12/2017	30/12/2017
Week 4	31/12/2017	06/01/2018

Period 11	Start	Finish
Week 1	07/01/2018	13/01/2018
Week 2	14/01/2018	20/01/2018
Week 3	21/01/2018	27/01/2018
Week 4	28/01/2018	03/02/2018

Period 12	Start	Finish
Week 1	04/02/2018	10/02/2018
Week 2	11/02/2018	17/02/2018
Week 3	18/02/2018	24/02/2018
Week 4	25/02/2018	03/03/2018

Period 13	Start	Finish
Week 1	04/03/2018	10/03/2018
Week 2	11/03/2018	17/03/2018
Week 3	18/03/2018	24/03/2018
Week 4	25/03/2018	31/03/2018

Select Financial Year: **2018-19**

Period 1	Start	Finish
Week 1	01/04/2018	07/04/2018
Week 2	08/04/2018	14/04/2018
Week 3	15/04/2018	21/04/2018
Week 4	22/04/2018	28/04/2018

Period 2	Start	Finish
Week 1	29/04/2018	05/05/2018
Week 2	06/05/2018	12/05/2018
Week 3	13/05/2018	19/05/2018
Week 4	20/05/2018	26/05/2018

Period 3	Start	Finish
Week 1	27/05/2018	02/06/2018
Week 2	03/06/2018	09/06/2018
Week 3	10/06/2018	16/06/2018
Week 4	17/06/2018	23/06/2018

Period 4	Start	Finish
Week 1	24/06/2018	30/06/2018
Week 2	01/07/2018	07/07/2018
Week 3	08/07/2018	14/07/2018
Week 4	15/07/2018	21/07/2018

Period 5	Start	Finish
Week 1	22/07/2018	28/07/2018
Week 2	29/07/2018	04/08/2018
Week 3	05/08/2018	11/08/2018
Week 4	12/08/2018	18/08/2018

Period 6	Start	Finish
Week 1	19/08/2018	25/08/2018
Week 2	26/08/2018	01/09/2018
Week 3	02/09/2018	08/09/2018
Week 4	09/09/2018	15/09/2018

Period 7	Start	Finish
Week 1	16/09/2018	22/09/2018
Week 2	23/09/2018	29/09/2018
Week 3	30/09/2018	06/10/2018
Week 4	07/10/2018	13/10/2018

Period 8	Start	Finish
Week 1	14/10/2018	20/10/2018
Week 2	21/10/2018	27/10/2018
Week 3	28/10/2018	03/11/2018
Week 4	04/11/2018	10/11/2018

Period 9	Start	Finish
Week 1	11/11/2018	17/11/2018
Week 2	18/11/2018	24/11/2018
Week 3	25/11/2018	01/12/2018
Week 4	02/12/2018	08/12/2018

Period 10	Start	Finish
Week 1	09/12/2018	15/12/2018
Week 2	16/12/2018	22/12/2018
Week 3	23/12/2018	29/12/2018
Week 4	30/12/2018	05/01/2019

Period 11	Start	Finish
Week 1	06/01/2019	12/01/2019
Week 2	13/01/2019	19/01/2019
Week 3	20/01/2019	26/01/2019
Week 4	27/01/2019	02/02/2019

Period 12	Start	Finish
Week 1	03/02/2019	09/02/2019
Week 2	10/02/2019	16/02/2019
Week 3	17/02/2019	23/02/2019
Week 4	24/02/2019	02/03/2019

Period 13	Start	Finish
Week 1	03/03/2019	09/03/2019
Week 2	10/03/2019	16/03/2019
Week 3	17/03/2019	23/03/2019
Week 4	24/03/2019	31/03/2019

Appendix D
Shift Report Pro-forma

