

## Payment Schedule 2023

Schedule for 4 weekly paid contractors

Date From	Date To	Deadline	Payment Date
28 November 2022	25 December 2022	27 December 2022	6 January 2023*
26 December 2022	22 January 2023	24 January 2023	27 January 2023
23 January 2023	19 February 2023	21 February 2023	24 February 2023
20 February 2023	19 March 2023	21 March 2023	24 March 2023
20 March 2023	16 April 2023	18 April 2023	21 April 2023
17 April 2023	14 May 2023	16 May 2023	19 May 2023
15 May 2023	11 June 2023	13 June 2023	16 June 2023
12 June 2023	9 July 2023	11 July 2023	14 July 2023
10 July 2023	6 August 2023	8 August 2023	11 August 2023
7 August 2023	3 September 2023	5 September 2023	8 September 2023
4 September 2023	1 October 2023	3 October 2023	6 October 2023
2 October 2023	29 October 2023	31 October 2023	3 November 2023
30 October 2023	26 November 2023	28 November 2023	1 December 2023
27 November 2023	24 December 2023	26 December 2023	5 January 2024*
25 December 2023	21 January 2024	23 January 2024	26 January 2024

\*Due to festive shutdown

### THE FOLLOWING INFORMATION IS IMPORTANT

#### PLEASE ENSURE:

All timesheets are authorised by the Client  
All timesheets & invoices are received by MIDDAY on the Tuesday deadline  
NB Late or inaccurate timesheets / invoices will DELAY PAYMENT

Tel: 01384 397555  
[jonlee.co.uk/contractors](http://jonlee.co.uk/contractors)

#### PLEASE ENSURE YOU STATE THE FOLLOWING ON YOUR INVOICE:

Your Limited Company Name & Address  
Your Limited Company Registration Number  
Your Invoice Number  
Your VAT Registration Number (if applicable)  
Our Company Name & Address - Jonathan Lee Design Services Limited,  
The Maltings, Mount Road, Stourbridge, West Midlands, DY8 1HZ