



## Payment Schedule 2024

Schedule for 4 weekly paid contractors working at Ford.

Date From	Date To	Deadline	Payment Date
4 December 2023	31 December 2023	2 January 2024	5 January 2024
1 January 2024	28 January 2024	30 January 2024	2 February 2024
29 January 2024	25 February 2024	27 February 2024	1 March 2024
26 February 2024	24 March 2024	26 March 2024	2 April 2024*
25 March 2024	21 April 2024	23 April 2024	26 April 2024
22 April 2024	19 May 2024	21 May 2024	24 May 2024
20 May 2024	16 June 2024	18 June 2024	21 June 2024
17 June 2024	14 July 2024	16 July 2024	19 July 2024
15 July 2024	11 August 2024	13 August 2024	16 August 2024
12 August 2024	8 September 2024	10 September 2024	13 September 2024
9 September 2024	6 October 2024	8 October 2024	11 October 2024
7 October 2024	3 November 2024	5 November 2024	8 November 2024
4 November 2024	1 December 2024	3 December 2024	6 December 2024
2 December 2024	29 December 2024	31 December 2024	6 January 2025*

\*Due to banking closures

### THE FOLLOWING INFORMATION IS IMPORTANT

#### PLEASE ENSURE:

All timesheets are authorised by the Client  
All timesheets are received by MIDDAY on the Tuesday deadline  
All invoices to be received by MIDDAY Wednesday  
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 & the Invoice date  
Your VAT Registration Number (if applicable)

Our Company Name & Address - Jonathan Lee Contracts Limited,  
The Maltings, Mount Road, Stourbridge, West Midlands, DY8 1HZ