



JONATHAN LEE

DESIGN SERVICES

Payment Schedule 2024

Schedule for 4 weekly paid contractors

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

*Due to festive shutdown

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

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 Design Services Limited,
The Maltings, Mount Road, Stourbridge, West Midlands, DY8 1HZ