

## BILLING INFORMATION FORM

(Information required enabling Futurelink to raise the invoice on behalf of the operative)

FROM (Client's name):

VAT number (if relevant):

Date:  /  /  Reference number (payroll/operative number):

**Please invoice the agency/recipient business that I am providing services for on my behalf in accordance with our agreement.**

Agency/client name:

Agency/client address:   
Postcode:

Agency/recipient business contact:

Week/period ending:

Please circle as appropriate:

- Hours / Days @ £  per hour / day
- Hours / Days @ £  per hour / day
- Hours / Days @ £  per hour / day
- Hours / Days @ £  per hour / day
- Hours / Days @ £  per hour / day

Reimbursable expenses  @ £   
 (if applicable)

TOTAL INVOICE: £   
 (optional)

Any instructions/ requests for our payroll department

\*Note: By default, invoices are issued on the basis that operatives are in business on their own account. If you provide your services to your client as a "worker" you may be entitled to holiday pay. In such circumstances you should immediately notify us of this fact and inform us of the arrangements you have agreed with your client in respect of the invoicing associated with any entitlement you have to holiday.

**Please make copies of this document. Fill in your details at the end of each week/billing period.**

**Fax back to: 0845 620 9256 or send to: Futurelink, Kings House, Home Park Estate, Station Road, Kings Langley, Hertfordshire WD4 8LZ.** Alternatively this form is available online at [www.futurelink.co.uk](http://www.futurelink.co.uk) and can be completed and e-mailed to us.

Please remember to attach supporting documents in accordance with our Terms and Conditions of Business.