

Contractors Payment Terms and Conditions

Freelance contractors under DanceSyndrome terms and conditions

- The fees being charged as well as the nature and expected value of expenses must have the prior written approval of DanceSyndrome, such as a contract, signed by both parties.
- Where expenses are being claimed, these must be backed up with original receipts.
- All invoices must state the name of the activity and detail the specific project it relates to. If an individual has worked on multiple projects during the month, the invoice must clearly state the fee (and expenses, where applicable) being charged per project.
- Invoices must contain bank details where the recipient wishes to have the payment credited to. The freelancer must be named on this account.
- Invoices must be sent for approval to the authorising line manager identified in the contract by the 7th of the month following the service provision, i.e. March invoices must be sent no later than 7th of April.
- Once approved, the line manager will forward to the Accountant (Champions Accountants, Preston) to make payment and file invoices on record.
- Payments will be made on or around the 12th of the month.
- For security reasons, the preferred format for invoices is PDF.
- Failure to comply with the above may result in an invoice being rejected and/or a delay in payment.
- In the first instance, queries should be addressed to the authorising line manager identified in the contract particulars.
- Invoices should be sent to info@dancesyndrome.co.uk and receipt will be acknowledged by return email.

Contractors subject to their own terms and conditions

- All contracts and SLAs must be signed by a DanceSyndrome trustee and identify the DanceSyndrome contact and address for invoices.
- Invoices received must be approved and forwarded to the Accountant (Champions Accountants, Preston) for processing in a timely fashion.
- The invoices will be paid in accordance with the issuer's payment terms.

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date of implementation: February 2013

Date of next review: November 2020

Office address:

DanceSyndrome
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twitter: @Dancesyndrome
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Registered Charity No: 1152664
Registered in England and Wales
Social Enterprise
and company limited by guarantee
Company No: 8402154

Signed: ... *Sue Blackwell*

Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019

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