

**Appendix 15**

**SCHEDULE 4 (STRG) INVOICE PROCEDURE**



**EC PROPERTIES**  
**INVOICE CODING FOR EARLS COURT**  
**INSTRUCTIONS FOR ALL CONSULTANTS/STRG MEMBERS**

The codes assigned to your company's work activities are extremely important to us when processing your invoice as they are directly aligned with the internal management of our budgets and financial reporting systems.

No application for payment or VAT invoice shall be submitted by you prior to the end of the month within which the relevant payment is due, or where appropriate, and confirmed by us to you in writing, upon completion of the relevant work element.

Applications for payment should state the sum you consider to be due and the basis on which that sum is calculated and be accompanied by a valid VAT invoice.

A maximum of 12 applications and VAT invoices should be raised in any one calendar year.

The payment due date for each payment will be 30 days after receipt of your application for payment and valid VAT invoice.

In order for your invoice to be accepted as valid under the terms of your appointment, it must:

1. Be addressed to;           FAO Accounts Payable  
                                          EC Properties LP  
                                          C/o Capital & Counties  
                                          15 Grosvenor Street  
                                          London  
                                          W1K 4QZ
  
2. Clearly state the correct reference and code for the work that has been carried out as identified below;

<b>Project Reference</b>	<b>Code</b>
EC Masterplan; Planning & S106; Strategic Transport Review Group; Transport Engineer/Consultant	Code Provided by Capco on appointment

3. State the period for which work was undertaken, e.g.  
  
      'Work being claimed for the month of (state month and year)'
  
4. Make reference to the date of your instruction to proceed was issued and by whom, e.g.

'Work being claimed in accordance with the instruction received from (state name of CAPCO employee) on (state day, month and year)' for the provision of (state services being provided)

5. Be accompanied by a completed Consultant Work to Date schedule identifying all invoices and credit notes that have been raised to date by your firm (Appendix A refers); and
6. Be accompanied by a Consultant Resource Breakdown Schedule (when claiming fees on a time charge basis) Appendix B refers.

Please note: Expense claims, where permitted, will only be accepted upon submission of valid receipts and must be submitted at the same time as your VAT invoice.

Failure to comply with the above requirements will invalidate your invoice. It will not therefore be considered for payment and it will be returned to you for re-submission.

We cannot stress enough the importance of invoicing correctly. Receipt of incorrectly addressed invoices or missing information only serves to increase the administrative burden on both your and our accounts teams and unnecessarily slows down the payment process.

Otherwise all future invoice and accounts queries should be directed to our Accounts Payable team on 0203 214 9160 or via email at [Accounts.Payable@capitalandcounties.com](mailto:Accounts.Payable@capitalandcounties.com).



**Appendix B**  
Consultant Resource Breakdown Schedule

**EARLS COURT VILLAGE  
CONSULTANCY - FEE AND INVOICING SUMMARY /  
RECON -**

INVOICE DATE    *E.g 30<sup>th</sup> June 2013*  
INVOICE NUMBER    *E.g. 0001*

ITEM	CONSULTANT NAMES	CONSULTANT ROLE	RATE (HOURLY OR DAILY)		NO. UNITS	ACTUAL FEE INVOICED
			X	Y		
EG Work Activity A	E.g Person A	E.g Director	e.g £500 / day		2 days	£1,000.00
						£0.00
						£0.00
EG Work Activity B	E.g Person A	E.g Director	e.g £500 / day		1 day	£500.00
	E.g Person B	E.g Senior Manager	E.g 450 / day		1 day	£450.00
						£0.00
						£0.00
						£0.00
						£0.00
<b>TOTAL</b>						<b>£1,950.00</b>