



# TEAM CONSTRUCTION

A CIS compliant payroll solution

## BILLING INFORMATION FORM

(Information required enabling Team Construction to raise the invoice on behalf of the sub-contractor)

FROM (client's name):   
VAT number (if relevant):   
Date:  /  /  Reference number (payroll/sub-contractor number):

**Please invoice the agency/client 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:

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**

Please make copies of this document. Fill in your details at the end of each week/billing period. Send to: Team Construction Ltd, Kings House, Home Park Estate, Station Road, Kings Langley, Herts WD4 8LZ or fax it to us on 0845 620 9269. Alternatively this form is available online at [www.team-construction.co.uk](http://www.team-construction.co.uk) and can be completed and e-mailed to us. If applicable, please remember to attach supporting documents in accordance with the terms of the contract.