



Snowdon Consultants Ltd

CONTRACTOR INFORMATION

- Timesheets may be processed at the Panama/Nevis/UK offices.
- Processing takes place weekly.
- Faxed timesheets to fax no. +1 253 550 8638 will be accepted but it is essential to keep original timesheets & expense claims yourself.
- Hard copy Payment Advice is not usually provided, advice is by email.
- Our invoices only get paid with corresponding timesheets so failure to supply timesheets to us and/or the Agent will probably result in a delay of payment.
- Expenses submitted require relevant receipts and/or signed expenses claim forms. Unauthorised expenses cannot be processed.
- Please ensure that a copy of your Company Registration Certificate, VAT/Tax Registration Certificate (if applicable) and the appropriate bank details are faxed or emailed to the details below.
- Queries should be addressed directly to Snowdon Consultants Ltd client services. Details are as follows:

Phil Marsh
Director
Email: philmarsh@snowdonconsultants.com

Mr P Marsh - Client Services
Snowdon Consultants Ltd
PTY 6295
P O Box 025724
Miami
FL 33102
United States

Fax 001 253 550 8638