



PAYMENTS TO SUBCONTRACTORS

This guide is intended to provide information for our subcontractors to facilitate the payment of invoices in line with payment terms. We want to make the process as smooth as possible and reduce the number of queries so that payments can be made promptly and efficiently to benefit everyone.

Our system

It's important that your business is set up correctly on our system. We require:

Your business name

Postal address

Email address

Telephone number

Unique Tax Reference

CIS status (standard or gross)

VAT number if registered for VAT

Please note that if you are not registered for the Construction Industry Scheme we are obliged to deduct 30% from your payments in accordance with HMRC regulations.

Invoices

Invoices should be issued in PDF format and must include the following details:

Company name: Harris Bros. and Collard Limited

Address: Unit 1 East Quay Park
Bridgwater
Somerset
TA6 4DB

VAT number: Your VAT number if you are registered for VAT

If your CIS status is standard, please ensure that charges for materials and labour are separately identified. Also, please ensure you use the VAT domestic reverse charge where it applies.



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Invoices submitted with incomplete information may be rejected and returned to you for reissue.

Please email all invoices to accounts@hbc-builders.co.uk

Payment terms

Our standard terms are 30 days end of month from date of invoice.

To ensure that invoices can be approved and processed in time for inclusion in the payment run, we request that invoices are sent to us as soon as possible after being raised throughout the month, rather than saved up for the end of the month.

Remittance advice notes will be sent by email to the email address you provided when you set up an account with us. These will typically be issued on the day we process our payment run but will be dated according to the date that funds will arrive with you.

Bank detail amendments

Due to the ever-increasing instances of fraud, if you need to advise us of any changes to business details, including bank details, please submit a notification to us on headed paper. We will contact you using details we currently hold on our system to verify the request before making any changes.

Queries

Please address any queries to sophie.travis@hbc-builders.co.uk or telephone 01278 422435.