

## How to get paid guide

To receive payment from Conciliation Resources [CR], you must submit an invoice and bank details that meet all of the following requirements.

### Payment timeframes

CR strives to make payments promptly. Given the travel commitments of staff and delays that can arise with international payments, there can be occasional unexpected delays to payments, but we strive to keep these to a minimum. All payments should be made within 45 days if the correct information has been provided by the payee in the first instance and the invoice has been received by the Finance team. All invoices are subject to budget-holder approval.

### Invoice requirements

All invoices must contain all of the following details:

- Name of relevant CR staff member
- Organisation name and full address as follows:  
Conciliation Resources  
Burghley Yard  
106 Burghley Road  
London  
NW5 1AL  
U.K.
- Supplier name
- Supplier address (not a PO Box address)
- Invoice number (unique)
- Invoice date (day, month & year)
- Description of goods/services (including daily rate of service if applicable)
- Breakdown of costs (expenses should be itemised separately from fees/service charges)
- Total invoice amount
- Terms of payment (e.g. 45 days)
- Essential: supplier bank details on the invoice (see checklist below)
- VAT registration number if VAT registered

### Bank details requirements

For non-UK accounts, you must send all of the following information:

- Full name of the account holder
- Full bank branch address including country
- Account number or IBAN (international bank account number)
- SWIFT/BIC (SWIFT bank identifier code)
- Confirmation the bank account can receive the currency we are intending to send
- Region specific details e.g. BSB for Australian banks; IFSC for India; Routing Code for USA

It is optional to provide intermediary bank details. If intermediary bank details are being provided in addition to the above bank details, you must send all of the following information:

- Country

- Bank name
- SWIFT/ BIC
- Bank address
- Account Number

For a UK-based account, you must send all of the following information:

- Account name
- Sort code (6 digits)
- Account number (8 digits)
- Bank name