



Talent • Technology • Partners

### 2017 INCORPORATED TIMESHEET AND INVOICE SCHEDULE

**Terms Net 30 - Invoices are due by 10:00 a.m. on Invoice Due Date**

**\*\*IF YOU DO NOT MEET THE REQUIRED CUT-OFF FOR TIMESHEETS AND INVOICES, PAYMENT WILL BE DELAYED UNTIL THE NEXT SCHEDULED INVOICE PAY DATE.**

Period Ending	Semi-Monthly Timeheet Due	Date	INVOICE DUE DATE	Invoice Payment Date
12/31/16	No later than <b>10:00</b> a.m.	1/4/17	1/6/17	2/7/17
1/15/17	No later than <b>10:00</b> a.m.	1/18/17	1/20/17	2/21/17
1/31/17	No later than <b>10:00</b> a.m.	2/3/17	2/7/17	3/7/17
2/15/17	No later than <b>10:00</b> a.m.	2/20/17	2/22/17	3/21/17
2/28/17	No later than <b>10:00</b> a.m.	3/3/17	3/7/17	4/7/17
3/15/17	No later than <b>10:00</b> a.m.	3/17/17	3/21/17	4/21/17
3/31/17	No later than <b>10:00</b> a.m.	4/5/17	4/7/17	5/5/17
4/15/17	No later than <b>10:00</b> a.m.	4/19/17	4/21/17	5/19/17
4/30/17	No later than <b>10:00</b> a.m.	5/3/17	5/5/17	6/7/17
5/15/17	No later than <b>10:00</b> a.m.	5/17/17	5/19/17	6/21/17
5/31/17	No later than <b>10:00</b> a.m.	6/5/17	6/7/17	7/7/17
6/15/17	No later than <b>10:00</b> a.m.	6/19/17	6/21/17	7/21/17
6/30/17	No later than <b>10:00</b> a.m.	7/5/17	7/7/17	8/7/17
7/15/17	No later than <b>10:00</b> a.m.	7/19/17	7/21/17	8/21/17
7/31/17	No later than <b>10:00</b> a.m.	8/3/17	8/7/17	9/7/17
8/15/17	No later than <b>10:00</b> a.m.	8/17/17	8/21/17	9/21/17
8/31/17	No later than <b>10:00</b> a.m.	9/5/17	9/7/17	10/6/17
9/15/17	No later than <b>10:00</b> a.m.	9/19/17	9/21/17	10/20/17
9/30/17	No later than <b>10:00</b> a.m.	10/4/17	10/6/17	11/7/17
10/15/17	No later than <b>10:00</b> a.m.	10/18/17	10/20/17	11/21/17
10/31/17	No later than <b>10:00</b> a.m.	11/3/17	11/7/17	12/7/17
11/15/17	No later than <b>10:00</b> a.m.	11/17/17	11/21/17	12/21/17
11/30/17	No later than <b>10:00</b> a.m.	12/5/17	12/7/17	1/5/18
12/15/17	No later than <b>10:00</b> a.m.	12/19/17	12/21/17	1/19/18

**\*\*PLEASE ALLOW 5 BUSINESS DAYS FOR DELIVERY OF YOUR CHECK**

**IQN CONSULTANTS:** You must enter and submit your hours by 10:00 am every **Monday**

**WAND CONSULTANTS:** You must enter and submit your timesheet every **Friday**

**APPLE CONSULTANTS:** Email your hours worked every **Friday** to [timesheets@sisinc.com](mailto:timesheets@sisinc.com)

**ALL INC'S AND 3rd PARTIES ARE PAID BY THE SEMI-MONTHLY SCHEDULE ABOVE**