



*Caring is our passion... Compassion is our belief...*

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NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN  
Tel: 020 3130 1773 • www.noahealthcare.co.uk • Email: info@noahealthcare.co.uk

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## Time Sheets

Policy Number 19

### Introduction

*Time Sheets are legal documents providing information of a satisfactorily completed assignment. It generates the companies invoicing and Member payment processes.*

### Policy

Time sheets must be completed in full and be authorised by an authorised signature on behalf of the Client.

Information on Time Sheets must be accurate. Fraudulently completed Time Sheets may result in criminal procedures.

Members are responsible for submitting accurately correct Time Sheets at the agreed intervals.

No Time Sheet, no invoice, no payment to Member.

Time Sheets submitted late will result in delayed payment.

### Policy Origin

*In House Policy.*

### References

*Contract of Membership*

### Date Policy Active.

*To be determined once verified by the management group.*

### Review Date.

*12 months after verification.*

### Quality Assurance Reference

*POL/ 19/ 15*