|  |  |  |  |
| --- | --- | --- | --- |
| Course Title/Course Location | PLSS Reference/Course Code | Contract Number | Start Date |
|  |  |  |  |

Date Period of Claim (From – To)[[1]](#footnote-1)

**PART A - To be completed by the Contractor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Rate Charged | Actual Hours | Per hour rate (per Contrct Schedule) | Cost |
| Recruitment Days Cost | Intermediate |  | €0.00 | €0.00 |
| Development Days Junior | Junior |  | €0.00 | €0.00 |
| Development Days Intermediate (including non-SME) | Intermediate |  | €0.00 | €0.00 |
| Development Days Senior | Senior |  | €0.00 | €0.00 |
| Delivery Days Junior | Junior |  | €0.00 | €0.00 |
| Delivery Days Intermediate | Intermediate |  | €0.00 | €0.00 |
| Delivery Days Senior | Senior |  | €0.00 | €0.00 |
| Post Course tutor Days Junior | Junior |  | €0.00 | €0.00 |
| Post Course tutor Days Intermediate | Intermediate |  | €0.00 | €0.00 |
| Post Course tutor Days Senior | Senior |  | €0.00 | €0.00 |
| Special Tutor Rate | 1 |  |  |  |
| Total Tutor Cost |  |  |  | €0.00 |
|  |  |  |  |  |
|  | **Number of learners** | **allocation per learner** |  |  |
| Per-learner payment (registered learners for this period (Total max €1000)) |  | €10 |  | €0 |
|  |  |  |  |  |
| Receipted Expenses (non-premises |  |  |  | €0.00 |
| Sundry Expenses |  |  |  | €0.00 |
| M&A Non- TSC (20%) |  |  |  | €0.00 |
| Technical sub-contract (invoice period) |  |  |  | €0.00 |
| M&A for Technical Sub Contract (15%) |  |  |  | €0.00 |
| Receipted Expenses Premises |  |  |  | €0.00 |
|  |  |  |  |  |
| Invoice Total |  |  |  | **€0.00** |

**CONTRACTOR CHECKLIST**

|  |  |
| --- | --- |
| A copy of the completed attendance log for each week of the invoice period. |  |
| The Training Report for the invoice period. |  |
| Invoiced Fee for this period on the contractors headed paper[[2]](#footnote-2)   * Invoice must reference to the Purchase Order (P.O.) number * Invoice must contain the following payment schedule information:   + Period of claim   + Outstanding balance on fees   + Fees invoiced to Date |  |

**Training has been delivered for the period invoiced as per the contract agreement and the attendance sheets matches the TACS record.**

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Contractors Signature | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date: |

**PART B - To be completed by the ETB**

Invoices must date stamped on the date they were received.

Promptly forward the invoice (signed by the authorising person) and this form for payment when the checklist is completed.

**CHECKLIST**

|  |  |
| --- | --- |
| Training Reports for period invoiced are on the contract file and checked to verify service delivery. |  |
| Invoiced fees on contractors headed paper   * Invoice must reference to the Purchase Order (P.O.) number * Invoice must contain the following payment schedule information:   + Period of claim   + Outstanding balance on fees   + Fees invoiced to Date   + Invoiced Fee for this period |  |
| A copy of the completed attendance log for each week of the invoice period is attached on the contract file. |  |
| Contractor’s Invoice approved by the authorising person. |  |

|  |  |
| --- | --- |
| Fee Invoiced this period | € |

|  |  |
| --- | --- |
| Submission checked by:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Payment Authorised by:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Date: | Date: |

1. Good practice requires that all receipts are dated within the claim period. [↑](#footnote-ref-1)
2. |  |  |  |
   | --- | --- | --- |
   |  |  |  |

   Must be invoiced by the legal trading name of the company as per the contract. [↑](#footnote-ref-2)