

## PREPARATION SERIES

# Timesheet finance *preparation checklist.*

Use this before discussing payroll funding against approved timesheets.

03

PREPARATION AREAS

12

PRACTICAL POINTS

Secure

DOCUMENT ROUTE

01

## Before you contact us

4 POINTS TO PREPARE

- ☐ Know the funding amount or range you want to discuss.
- ☐ Explain what the cash is needed for, in one or two sentences.
- ☐ Know your deadline and whether it is flexible.
- ☐ Keep company, director and contact details ready.

02

## Timesheet and payroll evidence

5 POINTS TO PREPARE

- ☐ Weekly or monthly payroll value.
- ☐ Approved timesheet samples.
- ☐ Assignment or contract details.
- ☐ Payroll run dates and the funding gap.
- ☐ End-client names and payment terms.

03

## Operational context

3 POINTS TO PREPARE

- ☐ Gross margin per assignment.
- ☐ Any disputed hours, credit notes or timesheet delays.
- ☐ Recent invoices and payment history.

**Send documents securely.** Use the confirmed secure Cashbook route for sensitive documents. Don't send identity documents or bank information to an unverified email address.

### Start with a direct conversation

No obligation either way: [cashbookfinance.co.uk/apply](https://cashbookfinance.co.uk/apply)

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