

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

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

4 POINTS TO PREPARE

02

Timesheet and payroll evidence

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

5 POINTS TO PREPARE

03

Operational context

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

3 POINTS TO PREPARE



Use the confirmed secure Cashbook route for sensitive documents.

Do not send identity documents or bank information to an unverified email address.

Start with a direct conversation - no obligation either way.

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