



WORK ORDER PAYMENTS



FIRST OF ALL...

CONGRATULATIONS ON YOUR NEW PROJECT!

We're thrilled to be able to help you find work and get paid.

Your client has chosen to use Cavalry work order Payments to pay you faster, more simply and with less hassle.

This welcome pack outlines more about how it works and what you need to do.



CAVALRY WORK ORDER PAYMENTS EXPLAINED

Many companies have long payment terms, complicated supplier onboarding processes or other challenges that make it difficult for them to engage freelancers quickly and easily.

Cavalry work order Payments is an easy payment service that is designed to make it easier for your clients to engage and pay you.

Specifically:-

- We have already been onboarded as a supplier by your client
- The client will approve your time and costs on a work order form (similar to an invoice).
- We will pay you on their behalf

This service is completely free for you.



THE BENEFITS OF SUBMITTING YOUR INVOICE ON THE CAVALRY PLATFORM

FASTER PAYMENT

Although they are *your* client, we will still endeavour to follow up with the client if there are any delays with your payment.

We need to invoice them for our services too - so we're in it together!

EASY INVOICE SUBMISSION

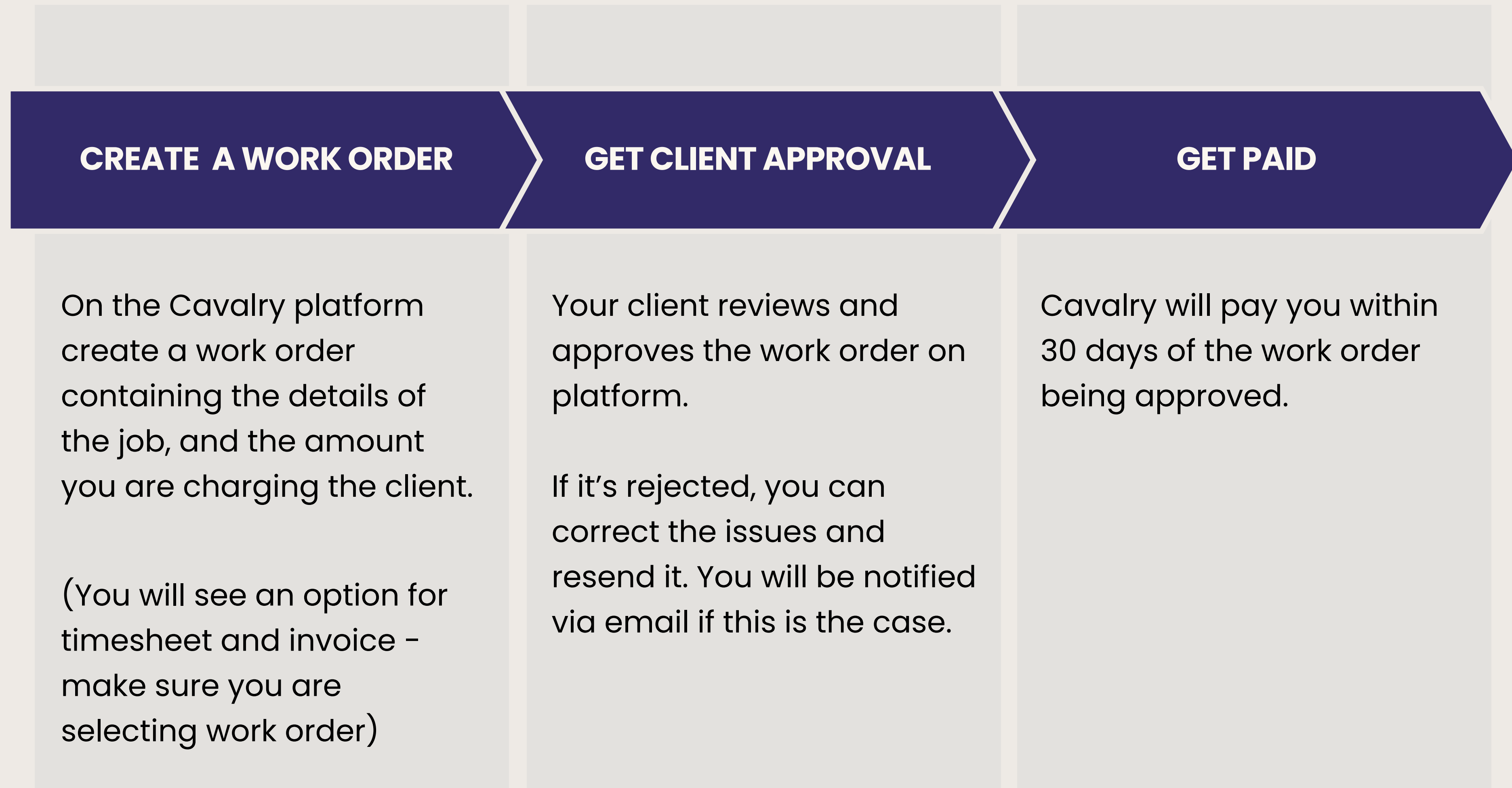
Our clients (*and therefore your client*) are already setup on the system so you can submit your work order easily and export as a pdf from one spot - rather than having to create your own work order or invoice from scratch.

The client simply has to then click **approve** and you will have visibility on this action too.

Nb. We perform a credit check on every company, so you can be sure you'll be paid.



HOW IT WORKS



CREATING YOUR WORK ORDER



A Work order should contain a summary of the work completed and the amount to be paid, this should include any expenses.

On the Cavalry platform:

- Navigate to Billing / work orders.
- Create a new work order. This can also be found on the project booking.
- Complete the form including:
 - WO number
 - Lines items with details of the work completed and the associated cost
 - Any PO, Cost or Job codes provided by the client
- Confirm & Send it for approval


Work Order


Cavalry will send you an invoice for payment with the details shown in this work order.

PROJECT  UI Designer Publicis Groupe	FREELANCER  Penny Lane Principal Designer	STATUS APPROVED	
WORK ORDER # 124	PURCHASE ORDER # -	SENT 15 Jul 2024	CURRENCY AUD

ITEM	PRICE	QTY	AMOUNT
Week 2	\$500.00	5	\$2,500.00
Cavalry fees @ 12.5%	\$312.50	1	\$312.50
SUBTOTAL			\$2,812.50
TAX NOT INCLUDED			-
TOTAL			\$2,812.50

REFERENCE	NOTES
COST CODE -	No notes
JOB CODE -	
	ATTACHMENTS
	No files attached

 **Freelancer Confirmation**
Penny Lane has confirmed that the work summarised on this work order was undertaken for:
Publicis Groupe UK
ABN:
Confirmed on: 16 Jul 2024 14:12:30 GMT+01:00

 **Company Approval**
Fran Purches has confirmed that the details and amounts are correct, and that this work order is approved for payment by:
Publicis Groupe UK
ABN:
Approved on: 17 Jul 2024 12:24:38 GMT+01:00



YOUR RESPONSIBILITIES

You are responsible for:

1. Completing a work order on the Cavalry platform for each payment you want to receive.
2. Confirming that the work order is accurate, and ensuring that your client approves it.
3. All your business finance and reporting obligations, including EOFY, BAS, GST and tax.
4. The work produced during this engagement including any applicable defect resolution.
5. Maintaining any and all insurance and/or compliance obligations of your business.

For full terms and conditions contact contact@cavalryfreelancing.com



IMPORTANT INFORMATION

Our payment terms are ***30 days from the date of approval.***

We cannot make payment to you until work order has been approved/ signed on platform by the approver/ client. We will do our best to chase the client for approvals. `

We're always here to help or answer any questions. Contact us at contact@cavalryfreelancing.com





cavalry