



INVOICE PAYMENTS SERVICE



**FIRST OF ALL...**

# CONGRATULATIONS YOUR PROJECT IS BOOKED!

We're thrilled to be able to help you find talent for your project

You have chosen to use [Cavalry Invoice Payments](#) to pay your talent more simply and with less hassle.

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



# BENEFITS OF CAVALRY INVOICING

## CLEAR BILLING STRUCTURE

Receiving a separate invoice for commission can make it easier for your accounting team to track costs and separate freelancer payments from platform fees. This can streamline your internal finance processes, particularly if you're managing multiple freelancers and projects.

## EASY INVOICE SUBMISSION

Freelancers can submit invoices directly through the system, allowing for a quicker process compared to creating and emailing external invoices.

## ORGANISED TALENT

You can easily review, approve, reject, or download invoices all in one place. If there are any discrepancies or additional information needed, you can directly message the freelancer, eliminating the need for back-and-forth emails and the hassle of searching for the latest invoice.



# HOW IT WORKS

## FREELANCER CREATES AN INVOICE

On the Cavalry platform the freelancer will raise an invoice which will appear in your payments section.

The invoice will include the details of the job, and the amount you owe the freelancer - excl. any commission from Cavalry.

*(Ensure your freelancer has any PO numbers if these need to be added to the invoice).*

## YOU APPROVE THE INVOICE

You can review the invoice on the platform. From here you can approve the invoice or reject it to be resubmitted by the freelancer.

*You can mark as approved on the platform to keep track of all freelancer invoice status'*

## YOU PAY THE FREELANCER

It is your responsibility to pay the freelancer via whatever payment provider you use (i.e SAP, XERO) within the terms that you have agreed to.

*You can mark the invoice as paid on the platform to update the status*

## CAVALRY INVOICES YOU

Once the booking is complete and the invoice has been submitted, you will receive a separate invoice from Cavalry for the commission for that booking.

This is 15% of the freelancers day rate. e.g Freelancer invoices for \$1500,  $1500 \times 15\% = \$225$  Cavalry will invoice \$225



# ACCESSING AND APPROVING INVOICES

An invoice should contain a summary of the work completed and the amount that will be paid to the freelancer.

## On the Cavalry platform:

1. Navigate to Payment > invoices.
2. Locate the freelancers invoice that you need to pay
3. Review the invoice, looking out for:
  - Invoice number
  - Line items with details of the work completed and the correct associated costs that were agreed
  - Any relevant PO numbers or Job codes
4. Approve > Pay Freelancer via your own payment provider
5. Mark as Paid on platform

### Invoice

**PROJECT** Senior Producer Cavalryfreelancing.com

**FREELANCER** isabella Smith

**STATUS** REJECTED

**INVOICE NUMBER** 1234    **PO NUMBER** -    **SENT** 13 Aug 2024    **DUE** 20 Aug 2024    **CURRENCY** GBP

ITEM	PRICE	QTY	TAX	AMOUNT
day 1	£5,000.00	1	20%	£5,000.00

SUBTOTAL £5,000.00  
TAX £1,000.00  
**TOTAL £6,000.00**

**BANK DETAILS**  
ACCOUNT NAME Isabella Smith  
SORT CODE 12456  
ACCOUNT NUMBER 1234567  
SWIFT/BIC GB2123456

**NOTES**  
No notes

**ATTACHMENTS**  
No files attached

**BUSINESS DETAILS**  
COMPANY NUMBER 123456789  
VAT NUMBER 123456789

**Commission fees**  
Separately to this invoice, a commission of GBP £900.00 (15%) will be charged by Cavalry. [See details here](#)

MESSAGE PDF **MARK AS PAID**



# YOUR RESPONSIBILITIES

You are responsible for:

1. Accessing and reviewing freelancers invoices on the Cavalry platform
2. Paying the freelancers within the agreed payment terms via your own payment provider
3. Once you receive an invoice from Cavalry, paying this within the 30 day payment terms.
4. Maintaining any and all insurance and/or compliance obligations of your business.

For full terms and conditions contact [contact@cavalryfreelancing.com](mailto:contact@cavalryfreelancing.com)



# IMPORTANT INFORMATION

Upon signing up for the platform you complete **Billing information** that includes an email to which all billing / invoices will be forwarded. You can update this in your organisation settings of your account.

Any delays or complications with payment is discussed between the client and freelancer unless relating to the Cavalry Platform.

We're always here to help or answer any questions. Contact us at [contact@cavalryfreelancing.com](mailto:contact@cavalryfreelancing.com)





**cavalry**