cavalry

WORK ORDER PAYMENTS

CONGRATULATIONS ON BOOKING YOUR PROJECT!

We're thrilled to be able to help you find the right fit for your project.

You have chosen to use Cavalry work order Payments to pay your freelancers 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

Cavalry work order Payments is an easy payment service that is designed to make it easier for you to engage freelancers

Specifically:-

- We source all the freelancers details, even if from your black book / a new hire.

- You only need to approve freelancers time and costs on a work order form (similar to an invoice with a click of a button on platform).

- We will pay them on their behalf

HOW IT WORKS

FREELANCERS SUBMIT WORK ORDERS	APPROVAL	GET PAID	RECEIVE INVOICE
On the Cavalry platform freelancers will submit a work order containing the details of the job, and the amount you are charging the client. (You will see an option for timesheet and invoice – make sure you are selecting work order)	You will review and approve the work order on platform. If it's rejected, it will be resent to the freelancer to edit and resubmit.	We take it from here. Once the approval is received, Cavalry will take care of paying the freelancers on your behalf. Our payment terms to freelancers are 30 days	You will receive a separate invoice from Cavalry for the booking – 15% of the freelancers day rate and 5% for the payroll services.

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.

• Locate the work order you need to approve. This can also be found on the project booking.

• Review the WO including:

  • WO number

  • Lines items with details of the work completed and the associated cost

  • Accurate expenses

  • Any other PO, Cost or Job codes you need added.

• 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
Cavalryfreelancing.com

FREELANCER
Penny Lane
Principal Designer

STATUS
APPROVED

WORK ORDER #	PURCHASE ORDER #	SENT	CURRENCY
124	-	15 Jul 2024	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
COST CODE   -
JOB CODE   -

NOTES
No notes

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

MESSAGE   PDF

YOUR RESPONSIBILITIES

You are responsible for:

1. Timely reviewing work orders on the Cavalry platform

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 freelancers until work order has been approved on platform by the approver.

Approvers are assigned when the project is posted, you can change this in the organisation settings.

You can also change the billing details yourself via the organisation settings

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