



Timesheet Due Dates 2012

Independent Consultants

You are required to report time on a weekly basis Monday through Sunday at www.clarizen.com. All time must be reported in the Clarizen system by 5:00 PM every Sunday.

There are two reporting cycles per month and you may invoice twice a month per the schedule below. For example, time reported during January 1 – 15 must be invoiced on January 15, even if the 15th falls in the middle of the week.

You will receive weekly reminders from Clarizen and may have additional time reporting requirements depending on the project and client.

<u>REPORTING CYCLE</u>	<u>INVOICE DUE</u>
January 1-15	January 15
January 16-31	January 31
February 1-15	February 15
February 16-29	February 29
March 1-15	March 15
March 16-31	March 31
April 1-15	April 15
April 16-30	April 30
May 1-15	May 15
May 16-31	May 31
June 1-15	June 15
June 16-30	June 30
July 1-15	July 15
July 16-31	July 31
August 1-15	August 15
August 16-31	August 31
September 1-15	September 15
September 16-30	September 30
October 1-15	October 15
October 16-31	October 31
November 1-15	November 15
November 16-30	November 30
December 1-15	December 15
December 16-31	December 31

Invoices are paid 30 days from date of receipt of your invoice to TechProse.