

Working with MIS & Sub-contractor Expectations

- Invoices to be submitted latest Tuesday of the week of pay to Accounts@Mastersonis.com
- Sub-contractor to ensure any time sheets or property handovers provided to be completed and returned on time.
- PPE is to be provided by Masterton Installation Services. This will include Hi-Visibility Jackets, Safety Helmets, Safety Glasses/Goggles if required and Safety Gloves. Steel-Toe Boots will be required.
- Fuel is to be included in your invoice or in your day rate. MIS will only cover fuel if it is directly responsible for required travel.
- Any questions or queries regarding work please contact your appointed supervisor, if not available please contact the office on **01928 444 010**
- CIS Deduction statements will be completed 3 working days after payment. Call **01928 444 010** or email Accounts@mastersonis.com to request
- Parking is typically provided on compound but properties may require you to park on public space please be respectful of pedestrian access.