



2 Maidstone Road
Paddock Wood
TONBRIDGE, TN12 6GF
T 0845 601 1316
F 0845 601 2520
Email: admin@igfgroup.com
www.igfgroup.com

Employees are probably the biggest assets any company has and paying them the right amount at the right time is critical to your relationship with them.

That's why IGF Payroll has been designed to provide a completely outsourced payroll service operated by professionally qualified experts who understand the complexities involved.

IGF Payroll easily handles those new starters, leavers, supplementary payments and other anomalies that can make your life so difficult, even historical enquiries and prints can be run at any time.

More than payroll

Whilst paying people the correct amount on the correct day and producing the correct statutory reports are the most important aspects of the system, IGF Payroll is so much more than just another payroll bureau.

By eliminating the need for time intensive paper systems, IGF Payroll gives you the option to reduce your administrative burden still further. You are able to choose from a range of options, from a tailored invoice production and collection service, through to invoice finance allowing a funding advance of up to 90% of the gross value of all your unpaid sales invoices prior to collection.

This aspect of the facility can be 'selective' if required and personalised specifically to your requirements and is available with or without Bad Debt Protection. However you do need to be raising invoices to your commercial customers where goods or services have already been delivered.

You choose what level of facility is right for your business needs.

Technology

IGF Payroll uses one of the most advanced and flexible payroll systems available to ensure that we continue to provide the very best service levels that our clients have come to expect from us.

The software tools that we used to develop IGF Payroll make use of the latest technological advances, including interfacing directly with E-Mail, the Internet and most accounting packages.

The system is totally protected, enabling you to set the level of security you want, be it by user, company, department, employee, menu, database or field. Additionally all amendments are recorded, so you can tell what changes have been made, by whom and when.

Suitable businesses

The size or the legal structure of your business is not important as IGF Payroll is able to accommodate most businesses regardless of turnover or whether you are a sole trader, partnership, limited company or PLC.

Fees

The cost of IGF Payroll is dependent upon the level of service supplied but as a guide, prices range from £2 to £4 per item processed.

Fees are fully discussed and agreed with you at the start of the agreement and are based upon only those services you require so you do not pay for additional services that you might not need.

If Invoice Finance is also required, then please refer to our associated product guides for relevant costs.

For further information, please call us on 08452 30 40 50 and ask for details of your nearest IGF Representative. Alternatively, please visit our website at www.igfgroup.com

Offices in Birmingham, Kent, Leicester, London and Stockport