



# Vendor Letter for 2017

Thank you for being a very important part of our business and the ensuring we are providing our clients with the very best service at the best prices.

We do have a few requests that we want to enforce 2017 to help you get paid quicker and reduce any accounting delays.

1. All Invoices **must have** a Work Order or PO number referenced or they will be returned. You must send invoices to [invoice@certifiedrepairs.com](mailto:invoice@certifiedrepairs.com) before the 7<sup>th</sup> of each month to receive payment that month.
2. Invoices **must** reference 1 property (Do not combine properties on one invoice, they will returned)
3. All invoices must contain completed photos.
4. If you can provide your bank's routing and account number we can ACH direct deposit the funds into your account on the 10<sup>th</sup> of the month and sometimes if needed on the 20<sup>th</sup> of the month. If you would like to be paid with paper check these will be mailed on the 10<sup>th</sup> of the month.
5. Please do not perform additional repairs at the tenant's request. Ask them to submit a work order. If you believe it is critical, please call us for approval.

**Certified Repairs work order/PO Number must be on submitted invoice.**

Company Name: \_\_\_\_\_

To sign up for direct deposit please provide the below information or respond with a voided check.

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_