

Manual Payment Handling Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Manual Payment Handling Instructions

Dear [Recipient's Name],

We appreciate your attention to the following instructions for handling manual payments. Please ensure that these steps are followed precisely to facilitate a smooth processing experience.

Instructions:

1. Verify the payment amount against the invoice received.
2. Ensure the payment method is acceptable (e.g., check, bank transfer).
3. Record the payment date and reference number in the system.
4. Deposit any checks received with a daily batch report.
5. Notify the finance team once the manual payment has been processed.

If you have any questions regarding these instructions, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]