

Invoice Submission Policy Overview

Dear [Recipient's Name],

We are writing to provide you with an overview of our Invoice Submission Policy. This policy is designed to streamline the invoicing process and ensure timely payments for services rendered.

Invoice Submission Guidelines

- Invoices must be submitted electronically via email to [email@example.com].
- All invoices must include a unique invoice number, date of issue, and detailed description of services provided.
- Invoices should adhere to the [Company Name] format and include the tax identification number.

Payment Terms

Payments are processed within [30/60] days upon receipt of a valid invoice. Late submissions may result in delayed payment.

Contact Information

If you have any questions regarding the invoice submission process, please feel free to contact our finance department at [finance@example.com].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Phone Number]

[Email Address]