

Invoice Onboarding Confirmation

Date: [Insert Date]

Dear [Business Partner's Name],

We are excited to welcome you as a new business partner! To ensure a smooth onboarding process, please find below the essential information regarding our invoicing procedures.

Invoice Submission Process

Please submit your invoices through the following methods:

- Email: [invoices@\[yourcompany\].com](mailto:invoices@[yourcompany].com)
- Online Portal: [\[Insert Portal Link\]](#)

Required Information

Each invoice should include the following details:

- Invoice Number
- Date of Issue
- Detailed Description of Services
- Total Amount Due
- Payment Terms

Payment Information

Payments will be processed within [\[Insert Payment Terms\]](#) days of receipt. Ensure that all payment details are correct to prevent delays.

If you have any questions or need further assistance, please do not hesitate to contact us at [\[Insert Contact Information\]](#).

Thank you for your cooperation. We look forward to a successful partnership!

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]