Gardner Resources Consulting Invoice Requirements & Procedures

Invoice Information Requirements

- Invoice Number
- Invoice Date
- Remittance Address
- Week end date of week worked
- Number of hours for week worked
- Pay rate
- Total amount due
- Contractor's name
- Invoice contact information, with phone number and email address
- Payment Terms

Invoice Submissions

- Invoices can be submitted weekly or monthly.
- No matter how often invoices are submitted, the invoice must have hours worked broken down by week.
- Hours worked will be paid by week. Weeks cannot be split. Do not submit an invoice with a partial week's worth of work.
- Billed to contact should not be an individual. Please reference billed to contact as:

  Accounts Payable

- If emailed, email as a PDF, word or excel document to ***finance@grgc.com.***

Invoice and Payment Processing Procedures

- Payment terms are from receipt of invoice.
- For timely invoice processing, please follow all procedures above.
- Payments will be made either by check or via ACH electronic payment. If you have not received an ACH authorization form to complete for electronic payments, please email ***finance@grgc.com.***