



**SUBJECT: COVID19 COMMUNICATION**

**DATE:** March 31, 2020

**FROM:** Kathy Kroupa

**TO:** All Partners

## **COMMUNICATION TO PARTNERS ON INVOICING FOR COVID19 SANITIZATION SPECIALS**

### **Submission Schedule for invoices for COVID19 Sanitization Specials**

#### **March- Total 1 Invoice**

For the month of March, please submit ONE INVOICE

#### **For the month of April- Total 2 invoices**

April 1-15- First invoice

April 16-30- Second invoice

#### **How many worksheets to be used?**

With the new worksheet, one worksheet PER WEEK, PER EMPLOYEE.

#### **What documents must be attached to the Invoice?**

Each invoice must have weekly worksheets attached (if there are two employees, then two worksheets to be attached, per week).

#### **Where to send our invoices?**

All invoices and worksheets are to be sent to the same United email address for your specific region.  
*DO NOT send invoices to the Day Porter email address.*

#### **What if I have used the old worksheet, which was supposed to be filled daily?**

From April 1, use the new worksheet.

For March, if you have the old worksheet, then all daily worksheets have to be attached to your invoice,  
PER EMPLOYEE, PER DAY.

#### **What should be the heading of the invoice?**

Please write “**Sanitation COVID-19**” at the heading of the invoice.

Thank you,