

## **EMAILING INVOICES:**

### **Routine Cleaning and Special Cleaning Services - Invoice Email Addresses:**

ONTARIO – Email: [invoiceon@ucsl.com](mailto:invoiceon@ucsl.com)

ATLANTIC – Email: [invoiceat@ucsl.com](mailto:invoiceat@ucsl.com)

WEST - (BC, AB, SK, MB) – Email: [invoicewe@ucsl.com](mailto:invoicewe@ucsl.com)

### **Commercial Cleaning and Ontario Retail Stores - Invoice Email Address**

ONTARIO – Email: [invoiceccd@ucsl.com](mailto:invoiceccd@ucsl.com)

### **Day Porter Services - Invoice Email Addresses:**

ONTARIO – Email: [dayservicesfax@ucsl.com](mailto:dayservicesfax@ucsl.com) Fax: 1-855-351-7062

WEST / ATLANTIC (NS, P.E.I, NFLD, NB, AB, SK, MB) – Emails: [wfaxes@ucsl.com](mailto:wfaxes@ucsl.com) Fax: 1-855-351-8214

## **INVOICING TIMELINES AND REQUIREMENTS:**

### **Routine and Retail Cleaning**

- Invoices are due no later than the 2<sup>nd</sup> Business Day of every month.

### **Commercial Cleaning**

- Invoices are due no later than the 25th Day of every month.

**Email subject:** Identify by “Routine cleaning or Special cleaning” and the location.

DO NOT LEAVE THE EMAIL SUBJECT BLANK.

**Bill To:** “United Cleaning Services Ltd, 46 Hedgedale Road, Brampton, ON L6T 5L2.”

All invoices with United Services Group or missing the address will be returned to you.

**Date of invoice:** Must be the last business day of the serviced month. *Example: If your invoice is for January services, your invoice date will be **January 31, 2021**.*

*Any date other than the service month, will not be accepted and will be returned to you to correct.*

**Invoice Number:** Must be a different number for every invoice.

**Taxes:** Your tax registration number must be on every invoice.

**Amount:** Your rate / amount will be the same as in your Contract and/or written Amendment.

**Revised Invoices:** If your invoice is incorrect, it will be returned to you, and you will need to correct and resend as requested to avoid a payment delay.

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## **DAY PORTERS**

- Invoices and Sweep Logs are due on Mondays after the Pay Period ends.

**Date of invoice:** must be the last service date of the Pay Period ending.

**Invoice Number:** Must be a different number for every invoice.

**Taxes:** Your tax registration number must be on every invoice.

**Amount:** Your rate / amount will be the same as in your Contract and/or written Amendment.

**Policy for Late Invoices Submitted:**

<p><b>1<sup>st</sup> Offence – email warning</b> Reminder of our policy and invoice submission sent to partner, request a confirmation that they understand the process.</p>	<p><b>2nd Offence</b> \$25.00 non-compliance fee per service location.</p>
<p><b>3rd Offence</b> \$50.00 non-compliance fee per service location.</p>	<p><b>4th Offence</b> \$100.00 fee per service location and a Warning Letter will be given for not following United’s invoice reporting policy.</p>
<p><b>**Contractor shall submit all invoices within three (3) months of performing services, failing which United shall not be liable for payment thereof.</b></p>	

**UNITED CLEANING SERVICES LIMITED**

**PARTNER**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_