

EMAILING INVOICES

Invoice Email Addresses:

Atlantic - invoiceat@ucsl.com

Ontario - invoiceon@ucsl.com

West - (B.C, Alberta, Saskatchewan, Manitoba) - invoicewe@ucsl.com

Day Porter Services Invoice Email Addresses:

Ontario - dayservicesfax@ucsl.com

Nova Scotia, P.E.I, NFLD, New Brunswick, B.C., Alberta, Saskatchewan, Manitoba - wfaxes@ucsl.com

INVOICING TIMELINES

- Invoices are due no later than the **2nd** of every month (**Routine Cleaning**)
- Date of invoice must be the last business day of the month (Routine Cleaning)
- Invoices and Sweep Logs are due on **Mondays after the Pay Period ends** (**Day Porters**)
- Date of invoice must be the last serviced date of the Pay Period ending (Day Porters)
- Invoice # must always be different
- HST number must be listed
- Price for clean will be the same as in the **Contractor Contract** and/or written Amendment (Routine Cleaning)

Policy for Late Invoices Submitted:

1st Offence Reminder of our policy and invoice submission	4rd Offence - \$50.00 fee
2nd Offence - \$10.00 fee	5th Offence - \$100.00 fee
3rd Offence - \$25.00 fee	6th Offence \$100 fee and a Warning Letter
3 Months - Contractor shall submit all invoices within three (3) months of performing services, failing which United shall not be liable for payment thereof.	