

INVOICES & DEADLINES:

DEADLINES:

Invoices must be received by 6:00 PM the 9th and 24th of each month. Payday is then the 15th and 30th /31st. If you miss the deadline, we will hold your invoice for the next pay date.

If you need clarification, or have additional questions regarding the correct way to fill out an invoice, please contact Keri.