MegtechCRE

Directions to vendors for all invoices

To submit:

- Email to **accounting@megtechcre.com**
- **The invoice must be attached to the email in one of these file formats**: **PDF**, **JPG**, or **PNG**. An email with a link to the invoice and no attachment will not be entered into our invoice processing system and will cause a delay in payment. This is often the default option for QuickBooks and contractor software and is easily modified.
- Do not email invoices to individuals at Megtech. This will cause a delay in payment.
- Multiple files can be attached to the email, but each file must contain only one invoice.
- Use this email address for invoices only. Do not send estimates, notices, payment reminders, or correspondence to this address.
- If payment is required before work is performed, send the amount due as a separate invoice. When the work is complete, submit an additional invoice with the remaining amount due.

To include on the invoice:

- If the invoice is associated with a work order, **display the work order number at or near the top of the invoice**.
- Specify the work location.
- Specify the date(s) the work was performed.
- Separately itemize materials and labor.

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