

Essential Management Ltd Housekeeping Payment Policy

Working with Essential Management Ltd is made easy with our simple payment policy. Please see steps to follow below;

1. Your Invoice

You can send an invoice either weekly, every 2 weeks or monthly which need to be emailed to ac@essential-management.co.uk

If sending monthly, please send promptly at the end of the month to avoid a backlog of invoices occurring which will delay payment.

The invoice must include the following details along with your bank details. Ideally send the invoice as an attachment however an invoice is suffice.

Date	Property Name	Communal or Room Number	Amount
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Once the invoice is sent, the accounts team will acknowledge the email to confirm it is received.

Please note invoices should only reflect the cleaning and pricing agreed in advance with Essential Management. Any other payments will be disputed.

2. Invoice checks

Once the invoice is received, the items billed for are checked against Trello & Eviivo to ensure the relevant cleans have been completed. Please ensure photos are always uploaded the same day to make the checking process quick and easy. Any discrepancies will be raised by email.

3. Payments

Supplier payments are made twice per month in a payment run. The payments are made at the beginning of the month (around 3-5th) and again in the middle of the month (around 18-20th). You will receive a remittance email from the accounts team confirming how much is being paid and when. Payment is usually made within 72 hours of receiving the remittance.

Please direct any questions regarding invoice and payment to our accounts team on ac@essential-management.co.uk

Thank You

Management Team