

Markhams Wellington

Billing And Credit Control Policies

Billing

To keep you aware of the costs being incurred, we will bill you each month where something significant has been done.

Small amounts of time accumulate during the year, and when they become significant we will send you an invoice.

This means you will receive frequent invoices from us, and will know what our services are costing you during the year.

Credit Control

Our business has the same cash requirements as yours, so we need to maintain strict control over amounts owing to us.

We will try to ensure monthly invoices are sent within one week of the end of the previous month. These invoices are payable by the 20th of the month.

If you have any concerns about an invoice, you need to contact us within ten working days of receipt to have it resolved.

All accounts which become overdue can expect a phone call following up payment.

Further, you need to be aware our standard Questionnaire includes a signed undertaking from you that we are entitled to charge a 2% administration fee for each month your account remains overdue. This also covers collection costs for the recovery of the debt, if collection action is required.

If you would prefer to pay a budgeted annual fee by monthly instalments to cover the services provided during the year, please contact us to arrange that.

If you have a history of paying your invoices late we will ask for a 50% part payment of the likely costs of completing your accounts, tax or gst returns, prior to starting any work.