[Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

RE: Invoicing and Payment Procedures

Dear [Contractor Name],

To ensure the timely processing and payment of your invoices, please follow the standardized procedures outlined below for all future billing:

1. Submission Schedule
Invoices should be submitted on a [Monthly/Bi-weekly/Project Milestone] basis. All invoices must be received by the [Number] day of the month to be included in the current payment cycle.

2. Required Invoice Information
Each invoice must clearly display the following details:

- Unique Invoice Number
- Invoice Date
- Purchase Order (PO) Number or Contract Reference Number
- Description of services rendered or materials provided
- Dates of service
- Total amount due

3. Submission Method
Please send all invoices in PDF format via email to: **[Email Address]**. Hard copies are [not required/should be sent to the address above].

4. Payment Terms
Our standard payment terms are [Net 30/Net 15] days from the date of receipt of a valid and undisputed invoice. Payments will be made via [Check/ACH Transfer/Wire Transfer].

5. Supporting Documentation
Please attach any required receipts, time logs, or progress reports as specified in your contract to avoid processing delays.

6. Contact Information
For any questions regarding the status of a payment or these procedures, please contact the Accounts Payable department at [Phone Number] or [Email Address].

Thank you for your cooperation and your continued service.

Sincerely,

[Name]
[Title]
[Company Name]