422: Commercial Accounts Billing

400: Accounting · https://milo.masseyservices.com/docs/422-commercial-accounts-billing/

Section: Accounting
Subject: Commercial Accounts Billing
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Policy Owner:

Policy

The following are applicable to Commercial Accounts billing:

1. All Commercial Accounts must be billed the day after service.
2. All Commercial Accounts must be billed with a completed signed invoice.
3. If there is a prior balance on the account, this should be put on a statement along with the current charge (signed invoice attached) and sent to the account.
4. Commercial accounts should be contacted by the Branch Manager and Service Manager either by phone or in person on a regular basis to discuss service and billing with the persons in charge. If there is a problem, it should be corrected immediately so that the account can be billed properly.
5. Always make sure billing information is correct on these accounts (contact person and address must be updated) so that bills and invoices get to the right place.
6. Technicians should collect on all local commercial accounts, except those with special billing requirements.

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