



Invoicing Instructions

In order to help expedite payments to you, there are certain invoicing requirements that must be followed. Information that is missing from invoices may delay the invoicing approval process and thus delay payment. Below are some required invoicing elements:

- Invoice must have a job code
- Invoice must have an issuing date
- Invoice must have a due date
- Invoice must specify the terms of payment (e.g. net 30, net 60)
- Invoice must have a reference number
- If the job is for a location that has a store number (i.e. a retail store), the invoice must contain the store number.
- The service location must be on the invoice.
- If the work performed is a multi day job, each day must be represented on a separate line item on the invoice. Do not group days on one invoicing line.
- Invoices should be sent per job. Do not group multiple locations or jobs on one invoice.
- The invoice must specify the date of each day of service, the "IN" time and the "OUT" time, as well as the total hours worked per day.
- Holidays must be billed on a separate line item on the invoice specifying the holiday bill rate, separate from the regular bill rate.
- The line item must specify whether the work performed was armed or unarmed.
- Invoices must have your company name, address, email, and telephone number.
- ALL INVOICES MUST BE EMAILED TO:
AP@NATIONWIDECURITYSERVICE.COM

We encourage all vendors to sign up for a free Stamppli account. Here you can track the progress of your invoice and report issues as well. **It is important to remember, your net terms begin on the day your invoice is received and accepted by the Stamppli program.**

Sign Up To Stamppli [Here](#)



Nationwide Security Service Inc.

208 Broadway
Malden, MA 02148

Address to mail invoice

Invoice

Date	Invoice #
12/15/2022	2460-680

Invoice Date

Reference #

Bill to Address

Bill To
XYZ COMPANY
000 MAIN STREET
NOTOWN, MA. 02111

Job Code

Terms

Due Date

Store #

Job Code	Terms	Due Date	Account #	Ref./Store
6271	Net 30	1/14/2023		6271

Served	Item	Description	Time IN	Time OUT	Hours	Rate	Amount
11/27/2022	2- ARME...	Armed Uniformed Professional Security Officer	0000	0600	12	57.00	684.00

Date of Service
by Day and Type

In / Out Times
of Shifts

Total hours and
bill rates per hour

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Service Address Location

Total Due

6271 - XYZ COMPANY, 000, MAIN ST, MA. 02000

Total	684.00
Payments/Credits	\$0.00
Balance Due	684.00

Phone #	Fax #	E-mail	Job Code
1-888-980-9118		AP@nationwidesecurityservice.com	6271