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 approval process and delay payment. Below are the 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 (for example, net 30 or net 60).
- Invoice must have a reference number.
- If the job is for a location that has a store number (a retail store), the invoice must contain that store number.
- The service location must be on the invoice.
- If the work performed is a multi day job, each day must be a separate line item. Do not group days on one line.
- Send invoices 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 OUT time, and the total hours worked per day.
- Holidays must be billed on a separate line item at the holiday bill rate, separate from the regular rate.
- Each line item must specify whether the work performed was armed or unarmed.
- Invoices must include your company name, address, email, and telephone number.

ALL INVOICES MUST BE EMAILED TO
AP@nationwidesecurityservice.com

Stampli Invoice Tracking

We encourage all vendors to sign up for a free Stampli account when you are invited to do so. Here you can track the progress of your invoice and report issues through our support desk. It is important to remember, your net terms begin on the day your invoice is received and accepted by the Stampli program.

Sign Up To Stampli Here

Sample Invoice

Every label points to a required element. Replace the sample details with your own.

Your company name, address, phone, email

[YOUR COMPANY NAME]
123 Main Street, Your City, ST 00000
(000) 000-0000   billing@yourcompany.com

INVOICE

Invoice #:	**1027**
Date:	**01/06/2026**
Terms:	**Net 30**
Due:	**02/05/2026**
Ref #:	**NWSS-4471**

Invoice #, date, terms, due date, reference #

BILL TO: Nationwide Security Service, Accounts Payable   AP@nationwidesecurityservice.com

Always bill to our AP email address

Job code for the post

Job Code: 6271	**Service Location: 500 Main St**	**Store #: 142**

Each day on its own line, with IN and OUT times

Say armed or unarmed on every line

Date	Description (Armed / Unarmed)	IN	OUT	Hrs	Rate	Amount
01/02/2026	Unarmed Security Officer	18:00	02:00	8	$47.00	$376.00
01/03/2026	Unarmed Security Officer	18:00	02:00	8	$47.00	$376.00
01/04/2026	Unarmed Officer (HOLIDAY)	18:00	02:00	8	$70.50	$564.00
					TOTAL DUE	**$1,316.00**

Holidays on a separate line at the holiday rate

Total due