

Invoice Submission Requirements

Each invoice submitted for payment must comply with the requirements outlined below.

Important Notes:

- **One invoice per PO.**
- **One invoice per PDF submitted (accepted file formats: PDF, JPEG, JPG, BMP, PNG, TIFF, TIF).**
- **Seasonal invoices must be dated the 1st of the month of service and cannot be submitted before that month.**

Invoice Content Requirements

1. **Vendor Name**
 - Must be the full legal business name of the service provider.
2. **Invoice Number**
 - Must be a unique identifier never used in any previous season.
 - Duplicate invoice numbers will not be accepted.
3. **Invoice Date**
 - For non-seasonal invoices, use the service date.
 - For seasonal invoices, use the 1st of the month of service.
4. **PO Number**
 - Must be the authorized Purchase Order assigned to the service.
 - Only one PO per invoice.
5. **Line Item Detail**
 - Each line of the PO should be itemized on the invoice.
 - Do not submit a lump sum total—each service must be listed separately.
6. **Number of Occurrences**
 - The quantity of each service must match what's listed on the PO.
7. **Rate**
 - Must match the unit and unit price on the corresponding PO.
8. **Total**
 - The final calculated total must match the corresponding PO.
9. **Site Name and Location Code**
 - Must be clearly listed on the invoice.
10. **Bill To / In Care Of**
 - All Invoices must be addressed to: Tovar Snow Professionals LLC

Non-compliant invoices—such as those missing a purchase order (PO), not matching the referenced PO, bundled behind other PDFs, reusing an invoice number from the current or previous year, or containing any discrepancies—will require resubmission and will result in processing delays.

Submitting Your Invoice

- Email: **SNOW** invoices to snowinvoices@tovarsnow.com and **LANDSCAPE** invoices to landscapeinvoices@tovarsnow.com
- Only one PO per invoice PDF.
- Multiple PDFs may be attached to a single email.

Payment Terms & Conditions

- **Standard Payment Method:**

Payment will be issued via check mailed through USPS. Allow time for postal delivery delays.
- **Processing Time:**

Invoices are processed per the agreed contract terms. Incomplete or inaccurate invoices will result in delays.
- **ACH Direct Deposit (Optional):**

At Outworx Group's discretion. Note that ACH setup requires additional processing and may include a service fee to cover administrative and banking costs.
- **Invoice Accuracy:**

Ensure all required fields are completed correctly to avoid delays.

EXAMPLE INVOICE

Your Company Name LLC

123 Main Street, Example, NY 07123
Phone: (987) 654-3210

INVOICE

INVOICE # **A12026**
DATE: **01/11/2026**

BILL TO:

Tovar Snow Professionals LLC
Accounts Payable
195 Penny Avenue
East Dundee, IL 60118

SHIP TO (SITE SERVICED):

Serviced Company Inc.
987 Example Street
Anytown, NY 91234

Purchase Order Reference: **PO987654**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Plow	333.00	333.00
2	Salt	123.00	246.00
1	Shovel	111.00	111.00
		TOTAL DUE	690.00

Make all checks payable to Your Company Name LLC

If you have any questions concerning this invoice, contact John Smith, (987)654-3210
john.smith@ssgexample.com

THANK YOU FOR YOUR BUSINESS!

EXAMPLE Purchase Order Email (PO)

From: system@outworxgroup.com <system@outworxgroup.com>

Subject: PO987654 for Serviced Company Inc. - Anytown - Service Date 2026-01-11

Your Company Name LLC,

Please reference the following for billing:

Purchase Order: PO987654

Service Date: 01-11-2026

Site Name: Serviced Company Inc. - Anytown

Project Number: 987654

Services:

ITEM: Plow QTY: 1.0000 Unit Price: 333.00

ITEM: Salt QTY: 2.0000 Unit Price: 123.00

ITEM: Shovel QTY: 1.0000 Unit Price: 111.00