

HEATBASE Ltd Factsheet 45

Electronic Job sheets and Invoicing

Version 1 September 2015

Due to the ever increasing amount of information we need to record as part of our job, the burden of paperwork is becoming immense. As a result we have invested in modern Electronic Software which we have had designed ourselves. This will enable us to record massive amounts of information on 1 Job sheet with problems being highlighted in Red to ensure these things cannot be easily overlooked. At first we will continue to print the Job sheets and send them via Royal Mail along with the Invoice etc. but eventually we will be trying to move on to Electronic Invoicing by email.

We appreciate not everyone has access to email and if this is the case we will continue to send these customers their Invoices and information by Royal Mail but due to the ever increasing costs of postage and stationary and the inability of the Royal Mail to guarantee post actually being delivered we must look toward more modern means.

There will be no penalties incurred if customers prefer Royal Mail deliveries, but if we can slash our postage and stationary costs by implementing electronic Invoicing then it will help us keep our charges as low as we can.