Cinderellas Contractors

# welcome to cinderellas commercial cleaning

We are happy to have you as part of our family!

At Cinderellas we are always looking to improve the way we deliver our product and take care of the people that matter most… Our Cleaners and Territory Managers!

This document will walk you through how to get the most out of your relationship with Cinderellas Commercial Cleaning.

# So you have been given a cleaning task, what next?

So you’ve been contacted with a cleaning task to add to your schedule, you have a cleaning kit and the keys and alarm code and you head out and do a fantastic job cleaning….

Now you need to send us your first invoice!

# numbering your invoice

By now you should have received a template for invoicing Cinderellas (if not contact us immediately), you will note there is an invoice number, this needs to be updated every time you invoice to reflect the number of invoices you have created for us.

# the invoice date is very important

You will also notice there is an invoice date. This must be the date that you created and emailed the invoice. All invoices are subject to 30 day terms. The 30 days starts once the invoice has been received by Cinderellas email server.

# we have a New email address

We now have a new email address that is just for our contractors and staff! This will improve visibility of your emails as they will all be together, not mixed amongst messages from our clients, Mark and other institutions. The new email you will be sending invoices to is paymaster@cinderellas.com.au

# How to send your invoice

You are now ready to email paymaster@cinderellas.com.au your invoice, click file, click share, click send as email and then click send as PDF. Cinderellas has gone paperless. We use MYOB as our accounting package and MYOB will only upload PDF invoices.

# how to NAme your document

Before you email your correctly filled out invoice please name it with your name and the number invoice, eg Beaumont-Tracey-inv001 ***OR***  XYZ- PTY- LTD- inv001

You can do this by clicking file, then clicking save as.

If you have any questions please email accounts@cinderellas.com.au

Please note paymaster@cinderellas.com.au is ONLY FOR INVOICES AND TIMESHEETS!

## territory managers only!!!

1. Before you can invoice for a new task you first need the CSEB (Client Sales Expense Breakdown) from Mark outlining what you will be charging to Cinderellas.

**Thank you**

**Invoices that do not meet these criteria can’t be processed**