

To: Whom it May Concern

Date: 02 December 2019

SUBJECT: Sub-Contractor Payment Arrangement (Effective from 01 January 2020)

Please note the revised payment arrangement for all Sub-Contractors.

Payment will be processed in **4 weeks** after invoice has been received, provided all is approved by the QS, responsible for the projected.

The following procedures to be followed:

- 1) Invoices must be addressed correctly to: **Valley Electrical Contractors (Pty) Ltd / No.1 Sending Street, St. Michaels, Brackenfell 7560 / VAT: 415 0255 844**
- 2) Invoices to be emailed to the QS allocated to that project or the person who requested the work, and Bianca Brownridge (DataCapture@valleyelectrical.co.za) to be copied in as well.
- 3) Invoices must clearly indicate the Job Number & Project Name, which the invoice relates to.
- 4) **Where necessary**, QS to verify/confirm correctness of the content of the claim (Full break down of claim must be submitted)
- 5) QS to ensure invoice is approved / signed off by Deon Hendricks or Jacques Le Roux.
- 6) Alice Bagley will only process any payment, after I, Matthew Miller have authorised the invoice for payment.

Should you have any queries please contact me, Deon Hendricks or Jacques Le Roux.

Kind Regards

Matthew Miller
(MD)