



BREEZE PLAN  
MANAGEMENT

# Provider Payment Guide

Dear Provider

We are pleased to let you know that our team at **Breeze Plan Management** are managing the NDIS funding of your client.

<b>Where to send invoices?</b>	Please send invoices to <a href="mailto:invoices@breezeplanmanagement.com.au">invoices@breezeplanmanagement.com.au</a> Please cc your clients email address in the CC field
<b>What to include on your invoices?</b>	<ul style="list-style-type: none"> <li>• Client name</li> <li>• Invoice number</li> <li>• Your ABN number</li> <li>• Your bank details</li> <li>• NDIS item number and/or brief description of services provided</li> <li>• Hours of service and hourly rate. Please ensure the hourly rate is within NDIS Pricing Arrangements and Price Limits.</li> <li>• Total amount</li> </ul>
<b>When will you be paid?</b>	<ul style="list-style-type: none"> <li>• We usually have your invoices paid within 3 business days.</li> <li>• Occasionally, payments may take a little longer due to missing information. In this case we will be in touch and aim to resolve the issue quickly.</li> </ul>
<b>Any questions?</b>	Please contact <a href="mailto:ndis@breezeplanmanagement.com.au">ndis@breezeplanmanagement.com.au</a> or call 0459 725 113

Kind Regards

The **Breeze** Plan Management Team