

CREATING AN INVOICE FOR PARADIGM TO EMPOWERMENT

Once created, please email all invoices to: invoices1@paradigm2empowerment.com.au

To ensure your invoices can be processed effectively, please ensure your invoice has the following information:

- Your business name
- A unique invoice number
- Your ABN
- Participants name
- Support item number or description of support
- \$ amount per hour and quantity of hours
- Date the services were delivered
- Date of invoice
- Total invoice amount
- Bank Details for payment

INVOICE CHANGES

If you make changes to your invoices:

- Bank details
- Amendments

Please note these in the subject of the email.

Every invoice can only be for one participant but can have multiple dates of service and supports on it.

Paradigm to Empowerment prides themselves of a quick turnaround of invoice to payments. Please allow up to 4 business days for payment.

For all enquiries email enquiries@paradigm2empowerment.com.au

**Contact us for
requests for Plan
Management
Services**



0407 375 633 Annette – enquiries



0418 350 715 Rick – invoices



www.paradigm2empowerment.com.au

enquiries@paradigm2empowerment.com.au