



Invoicing Instructions/Check List

The following items in check list below must be completed & attached (if e-mailed) or sent with (if mailed) all invoices before invoice can be approved and input into Coast Sign Inc accounting system to start aging as per agreed net terms.

- Correct site address and PO number issued to you by Coast must appear on invoice. Invoice date to reflect when invoice was sent NOT when job was completed.
- Invoice amount must match PO amount. If invoice does not match PO amount contact project manger you are working with to resolve difference and receive a revised PO to attach to your invoice.
- Digital color completion photos (on disc) to be sent with invoice.
- Proof of final inspection by city (copy of signed hard card) when applicable.
- Customer/responsible party acceptance form must be completed and signed. Any "NO" or "OTHER" answers to questions on acceptance form will delay approval of your invoice until it has been resolved to the customers/responsible parties & Coast Sign Inc satisfaction.

Invoices can be sent via mail or e –mail. If e-mailing please ensure completion photos are in PDF format.

Please do not send PARTIAL invoices or INCOMPLETE invoicing packages as this will only delay approval and unnecessary follow up by both parties.

Initial