

Service charge Invoice



Our Reference: 2020/2021EST/ [REDACTED]

P1182087,000001-1/12



You can find your invoice number here



710

Date: [REDACTED]

Dear [REDACTED],

Property address: [REDACTED]

Estimated day to day annual service charges and estimated major works service charges

INVOICE: [REDACTED] = £3,374.81

INVOICE: [REDACTED] = £37,461.49

Important changes to your service charge account

We have developed the way we record your service charge account information (the *service charge module*) to include an *'invoice'* based accounting system.

Q: What does this mean for your service charge account?

Your account number (the 9 digit payment reference number on your statements) remains the same, this will not change. You can still pay using your 9 digit account number, but when you do the payment will be automatically allocated to invoices on your account. **If you quote an invoice number when making payment, your payment will be allocated to a specific invoice.** This makes it possible to see exactly which invoice a payment has been made against, as each invoice has its own balance.

Q: What does invoiced based accounting mean?

Homeowners will have one service charge account with one account number but will see multiple invoices, each with their own balances and their own unique 9 digit number *'the invoice number'*. There will also be an account balance which is the sum of the invoice balances on your account.

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