

# How to Get Paid Guide for Securitatem Installations Ltd



## Address to which invoice & Statement should be sent

Accounts Payable  
Securitatem Installations Ltd  
Unit 5 Roebuck Business Park  
Ashford Road, Harrietsham  
Maidstone, Kent  
ME17 1AB

## Email address to which invoices should be sent

[headoffice@securitatemgroup.com](mailto:headoffice@securitatemgroup.com) – preferred method is one PDF file per invoice.

## Purchase order requirements

If a purchase order has been issued the purchase order number should be quoted on the invoice

## Payment run dates in month

Payment runs take place on the last working day of the month and on a weekly basis every Monday and Thursday (excluding bank holidays).

## Date(s) by which an invoice must normally be received and approved to be included in the next payment run

4 days

## Contact details for invoice payment queries & statements

[headoffice@securitatemgroup.com](mailto:headoffice@securitatemgroup.com) - All queries will be responded to within 48 hours.

## How are disputed invoices dealt with?

All queries are responded to within 48 hours.

## Normal expected timescale for invoice approval from receipt

Within 24 hours of receipt of goods or services

## Is an e-invoicing system utilised?

Not at present

## Other important information for suppliers

Bank details, including address, IBAN, SWIFT and Routing code numbers should be quoted on all invoices to be paid into non UK bank accounts or non sterling accounts.