

Invoicing made easy

We can group invoices by:



- Any reference of your choice
- Purchase order numbers
- Cost centres
- Requestor names
- Department names
- Type of service



We can also create separate VAT invoices per reference or can include all of your jobs on one invoice with a handy cover page for quick analysis. This tailored process is designed to help you verify costs across your business.



Invoices are emailed as a PDF (weekly or monthly, it's up to you!) and additional options include:

- Excel spreadsheet of individual job details
- FTP files
- Custom (e.g. if you use a web platform for your suppliers to upload invoices)



Here's a few other details you might be interested in:

- Invoices can be emailed to one or many email addresses
- We are happy to complete vendor forms
- Your invoicing style or frequency can be changed at any time
- Invoice payment is required within 14 or 28 days as agreed, however if you are paying via Direct Debit, you are given up to 31 days credit (if previously agreed in writing)
- Our payment methods include:
 - Credit card - Visa, MasterCard and American Express
 - Direct Debit - get in touch with the credit control team or your CitySprint contact for a DD form
 - BACS - our account details are as follows:
 - NatWest Bank
 - Sort code: 60-08-46
 - Account number: 67705197