

GROUP TRAINING SERVICE FEE POLICY

INVOICES

Invoices are generated from your apprentice's timesheets. Please ensure the accuracy of the information provided before returning to ATEC.

An invoice will be issued at the end of each pay period, unless other terms have been agreed to.

DISCREPANCIES

If you notice any discrepancies or have a query about your invoice please contact ATEC immediately.

Should the amended charge be less than the invoice total, a credit adjustment notice will be issued immediately. Please pay the invoice less the credit amount.

Should the amended charge be more than the invoice total, an additional invoice will be issued for the difference. Please pay both invoices.

TERMS

Invoices are payable 14 days from issue.

After 90 days from the contract start date, you may apply for 30 days EOM terms subject to approval.

Your apprentice will be immediately withdrawn if no payment is received within any 6 week period. The apprentice will not return until the account is within the required terms of payment. We may request a Directors Guarantee and that future payments be made via Direct Debit.

If your account exceeds your terms of payment and ATEC have made every effort to recover outstanding monies, we will forward your account to a Debt Collection Agency for recovery where you may incur collection and legal fees. Interest may also be charged (as per the Hire Agreement).

DIFFICULTIES PAYING?

Please contact accounts receivable on (08) 8444 2536 or email accounts@atec.asn.au immediately to discuss your options.

Invoices can be paid online @ www.atec.asn.au, by cheque, direct debit, EFT, BPAY or credit card.

We encourage payment plans via direct debit. These can be designed to support your operational and financial activities. Please contact us to discuss and arrange a plan that suits your business.