

Invoicing Instructions

For commercial deals and other transactions
outside your Dealer Dashboard

1. **Complete your ACH form with your bank information filled out.**
2. **A Correct Invoice as follows:**

Sample Invoice

1. Dealer name and address must be listed on invoice.
2. Customer name must be listed exactly as on credit approval. Customer must be listed under the "Sold to" and "Ship to".
3. Must have "Invoice" or "Sales Order" on it.
4. Invoice must have a unique invoice number.
5. Quantity, description, cost, and any serial number must be included.
6. Any sales tax must be listed and a total cost must be indicated.
7. Invoice must have current date (less than 3 weeks old).

<i>Invoice #23345</i>		<i>Date: 6/1/2018</i>
ABC Dealer 123 Easy Street Anywhere, NC 27511		
<i>Invoice</i>		
Sold to: Customer XYX 789 Any Street Pallup, NJ 08964		Ship to: Customer XYX 789 Any Street Pallup, NJ 08964
Quantity	Description	Cost
1	Widgets (Serial #12345)	\$10,000.00
2	Sprocket (Serial #90983)	\$5,000.00
Sales Tax:		\$750.00
Total:		\$15,750.00

**Send the completed and signed Vendor Prefund Agreement
and the invoice to your document checklist!**

**Upon receipt of your information, documents will be sent to
your customer for signing.**

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MOWER FINANCE

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