



Kate Griffiths <viamed.kate.griffiths@gmail.com>

Fwd: Invoices

1 message

Main Account <office@viamed.co.uk>

1 February 2022 at 08:44

To: Zoey Teal <zoey.teal@vmsecure.me.uk>, Kate Griffiths <kate.griffiths@vmsecure.me.uk>, Sophie Lines <sophie.lines@vmsecure.me.uk>

FYI

I have added a memo to their account x

----- Forwarded message -----

From: **Stephen Machin** <stephen@prosol.co.uk>

Date: Tue, 1 Feb 2022 at 08:36

Subject: Invoices

To: steve.hardaker@viamed.co.uk <steve.hardaker@viamed.co.uk>

Hi Steve,

Just for future forward orders.

Could you ask the office/warehouse to despatch the forward orders on, or after, the 1st of the month please as we deliver the goods on the day of receipt and the invoice date at the moment is in the previous month which causes an accounting issue for us.

i.e. order 526935 sent yesterday and invoiced yesterday, we will receive and deliver on to the system today and match the invoice today which, effectively will mean the invoice is treated as a February invoice so may not be paid on time if it is not picked up on the statement.

Sorry to be a pest.

Regards

Stephen Machin | Operations Manager | Prosol UK Sales & Distribution Ltd
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