

VENDOR PAY SCHEDULE



☆ Invoices Due By ○ Vendor Pay Day

January

S	M	T	W	T	F	S
				1	2	3
4	5	☆ 6	7	8	○ 9	10
11	12	13	14	15	16	17
18	19	☆ 20	21	22	○ 23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	☆ 3	4	5	○ 6	7
8	9	10	11	12	13	14
15	16	☆ 17	18	19	○ 20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	☆ 3	4	5	○ 6	7
8	9	10	11	12	13	14
15	16	☆ 17	18	19	○ 20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	☆ 7	8	9	○ 10	11
12	13	14	15	16	17	18
19	20	☆ 21	22	23	○ 24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	
3	4	☆ 5	6	7	○ 8	9
10	11	12	13	14	15	16
17	18	☆ 19	20	21	○ 22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	☆ 16	17	18	○ 19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
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5	6	☆ 7	8	9	○ 10	11
12	13	14	15	16	17	18
19	20	☆ 21	22	23	○ 24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
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16	17	☆ 18	19	20	○ 21	22
23	24	25	26	27	28	29
30	31					

September

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6	7	☆ 8	9	10	○ 11	12
13	14	15	16	17	18	29
20	21	☆ 22	23	24	○ 25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	☆ 6	7	8	○ 9	10
11	12	13	14	15	16	17
18	19	☆ 20	21	22	○ 23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	☆ 3	4	5	○ 6	7
8	9	10	11	12	13	14
15	16	☆ 17	18	19	○ 20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	○ 4	5
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13	14	☆ 15	16	17	○ 18	19
20	21	22	23	24	25	26
27	28	29	30	31		

INVOICE REMINDERS

Please include the following information on your invoices:

- Invoice number
- Complete address
- Date of completion
- Itemized cost breakdown
- Any estimates for suggested repair or replacement needed
- Property Managers name if known

PAYMENT REMINDERS

- Allow up to 30 days after the the invoice is submitted for payment.
- Any repairs over \$200 must be approved by the owner prior to completion.
- Your check will be mailed to you by the scheduled pay date.
- Checks will not be printed if your license and insurance information is not up to date.

We are here to help! Please reach out anytime.

Whether you are having issues with scheduling with the resident or getting the job completed timely, reach out so we can work together to resolve the issue.

Do you have a portal on Rentvine? Ask us to send you an invitation if not.

Call or text us at 850-473-3983

info@PensacolaRealtyMasters.com

www.PensacolaRealtyMasters.com

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