Logo, company name

Description automatically generated**Landmark Invoicing Procedure**

**Procedure Email from Landmark:**

**Use the correct email for either Invoices or Estimates:**

Dear Vendor,

Effective immediately, all invoices must have **our Work Order Number** clearly typed or written. Any invoice we receive without the referencing Work Order number will be sent back to the vendor to add before payment can be made.

**Invoices** - [accounting@thelandmarkteam.com](mailto:accounting@thelandmarkteam.com)

**Estimates** - [maintenance@thelandmarkteam.com](mailto:maintenance@thelandmarkteam.com)

We appreciate your assistance in this matter and your business! If you are already doing this, thank you, and please disregard this email.

Have a great rest of your year!

Respectfully,

The Landmark Team Landmark Real Estate, LLC

2140 Hollow Brook Drive, Suite 100 Colorado Springs, CO 80918 719-884-077

**Example of a “Work Order”**

