



**PLEASE READ, SIGN AND RETURN THE FOLLOWING AMENDED  
REQUIREMENTS**

**INVOICING PROTOCOL/REQUIREMENTS**

Your satisfaction with our working relationship is very important to everyone here at WebTitle Agency. Our service to our clients will only be as good as yours is to us. One way to positively affect that relationship is to pay our vendor partners as quickly as possible.

We have hundreds of vendor partners in several states. Because of that we need your assistance to effectively remit payment for your service(s). To that end **we must ask you to adhere to the following guidelines:**

\*Please include an individual invoice for every product you send us. That **MUST BE** in the form of a separate sheet of paper - an actual invoice, with all of your contact information and all relevant order information.

- All invoices must include the date of services
- All invoices must have our file number
- All invoices must list the entire property address, county, as well as the name on the file
- All invoices must have the type of services completed on that file (last owner search, continuation search, copies, etc.
  - if a Recording, please state what type of recording – i.e., AOM,LP,DEED, ETC

**\*We also ask that you send us a weekly, bi-weekly, or monthly open balance statement so we can avoid any missing invoices. Please make sure to account for any payments made as of the date of your statement.**

**\*Please do not bill us for more than our agreed upon fee schedule without written approval from a member of our staff.**

***\*If the search product or filing service provided is found to be erroneous or incomplete, the search/filing fee is subject to be credited back to WebTitle.***

**\*All invoices for services performed in the previous month must be submitted for payment by the 10th of the following month\***

If you ever have a question regarding payment – please direct them to Shannon Bowens, Dorreda Cruz, or Leonna Charles,. Their email addresses are; [sbowens@webtitle.us](mailto:sbowens@webtitle.us) , [dcruz@webtitle.us](mailto:dcruz@webtitle.us) and [Lcharles@webtitle.us](mailto:Lcharles@webtitle.us)

**We will make every effort to pay all invoices within 30 days of receipt.**

**Please sign and date the bottom of this page – so we know you are in agreement to the above payment terms.**

**Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_