

IEPA Invoicing Policy

This Invoicing Policy sets out the processes for the issue and payment of invoices.

It also states the requirements for the content of the invoices.

Issue of Invoices

IEPA's will issue invoices at the end of each month for EPA's carried out in that month.

Invoices received will be entered into our online accounting system and should include:

Invoices should be issued to:

- 1. The British Institute of Recruiters**
Suite 3, First Floor,
Parkway Two,
Manchester,
M14 7LU
- 2. The full name of the Apprentice(s)**
- 3. The EPA standard, and the date of the EPA.**
- 4. The name of the Training Provider.**
- 5. A unique invoice number along with the date the invoice was raised.**
- 6. Full description and date of activity being billed for charges other than EPAs.**
- 7. The name, address, and bank account details of the IEPA.**
- 8. Invoices should be emailed to accounts@ior.org and daniel.conway@summitqualifications.co.uk**

EPA Payments

Payments are made a month in arrears, so we ask IEPA's to issue one invoice at the end of the month or the beginning of the following month.

Payment will be made on the last working day of the month (e.g., EPAs carried out in April will be paid at the end of May)

Payment will be made by bank transfer to the account details specified on the IEPA's invoice.

If you wish to discuss any aspect of this policy and/or have any queries, please contact Talat in the accounts department at:
accounts@ior.org • 0161 232 0991