|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | **Accounts Receivable** | **From:** | **Karen Kilner** |
| **Property:** |  | **State:** |  |
| **Fax/ Email:** |  | **Date:** |  |
| **Subject:** | **Establishing Payment via EFT** |  |  |

Dear Accounts,

Thank you for your interest in future accounts being settled via Electronic Funds Transfer (EFT).

EFT payments are normally processed 2 - 4 working days after the 15th of the month following the period of stay. ie Accounts are paid the month following the guest’s check out date.

Eg1: check in 10th July and check out 14th July – account paid after 15th August.

Eg2: check in 29th July and check out 3rd August – account paid after 15th September.

After the payment is made a remittance advice will be emailed or faxed, clearly showing which invoices are being paid and the total value of the payment.

To process EFT payments we require the invoice details for each booking.

**Submitting Invoices for Payment**

**Option 1 – Submit Invoice Online**

A weekly email will be sent with a link to the bookings that require invoice details

Eg “**Just Click here:** [**Click to provide an invoice number for this booking**](http://doha.hotelnetwork.com.au/hoteladmin/hotel_email_enter_invoice_number?crypt_id=7&hotelids=5042&crypt_access=f77c4722e4513b94c60be75c5a)**”**  
  
Click the link to see the list of bookings and the total amount owing for each booking, if you agree with the amount against the booking simply enter your invoice number and submit. If you don’t agree with the amount please contact us by return email or fax (02) 8322 4027.

If you prefer to enter your invoices on the day of departure (rather than waiting for the weekly email) you can request login details for the Administration - Accounts site and then login to enter your invoice details when you are ready.  
  
**Option 2 – Send Invoice to The Hotel Network**

Print the weekly email and write the invoice numbers next to each reservation and then fax it back to us on (02) 8322 4027. If you don’t agree with the amount please note this on your fax.

Alternatively email a copy of each invoice to accounts@hotelnetwork.com.au

To establish payment via EFT please complete and return the following page “Acceptance of Monthly EFT Payment Method”.

Warm regards,

The Hotel Network Accounts Department

# Acceptance of Monthly EFT Payment Method\*

Please complete the details below and return this form via fax to our office on (02) 8322 4027

or email to [accounts@hotelnetwork.com.au](mailto:accounts@hotelnetwork.com.au)

**\*Only submit this form if you agree to be paid on a monthly basis after the 15th of every month for previous month’s bookings.**

Please don’t hesitate to contact accounts (02) 9414 4900 if you have any questions.

|  |  |
| --- | --- |
| Hotel Name |  |
| Owners Name & Date of Ownership |  |
| ABN |  |
| Account Name |  |
| Bank |  |
| BSB Number |  |
| Account Number |  |
| Contact Name |  |
| Contact Email Address |  |
| Email Address for Remittance Advices |  |
| Signed/Date |  |