



Invoicing or Billing Procedure

Getting paid is as easy as 2 steps. There are many ***modes of payment*** and many ***ways to submit*** your invoice to us for prompt payment.

Step 1. Chose the most beneficial mode of payment for you

	ACH (direct deposit)	Zelle	Debit/Credit card	Wire Transfer
Speed	Same day, 1-2 business days	Instant	Instant	Same Day or next day if made after 2PM EST
Limit/Max	Unlimited	\$0 - 7500 at a time. Bank allows \$1000 max for first timers.	Unlimited. Bank restrictions may apply	Unlimited
Bank Fees	Free for you. We pay bank fees.	Free for all	Free or you pay bank fees	You pay bank fees. Never free.
Information Needed	Name on the account, routing number, checking or savings, business or personal, and account number	Name on the account AND the email or phone number associated with its Zelle account.	Based on your merchant card processing system	Name on the account, address, business or personal, your bank specific routing number for wires, and account number
Set up	Set up once and use as many times for the same account	Set up once and use as many times for the same account	Set up for each transaction	Set up once and use as many times for the same account

Step 2. Ways to submit: Send the **Information Needed** for the **mode of payment** you chose on a form and send it either by email, online portal, in person, or by fax

- Send by Email: email your invoice to leonkoch@solvancy.com and refer the contract number, project name, and your company's name in BOTH the subject and body
- Send via Online Portal: Go to billing.solvancy.com
- In person: Just hand your invoice in to your PM or your Solvancy representative
- Send by Fax: Fax your invoice to 877-683-7473