

# HEATBASE Ltd FACTSHEET 5

## Electronic Job sheets and Invoicing

Version 1.2 July 2019

Due to the ever increasing amount of information we need to record as part of our job, the burden of paperwork is becoming immense. As a result, we have invested in modern Electronic Software which we have had designed ourselves. This will enable us to record massive amounts of information on 1 Job sheet with problems being highlighted in Red to ensure these things cannot be easily overlooked, that shows if the installation does not comply with the CURRENT Regulations, recommendations or standards, with regards to Environmental Pollution and Fire Protection and safety. In addition to the actual Job sheet there may be an Oil Tank Risk Assessment sheet. There is also an additional sheet that will highlight any warnings and advice that has been given, as well as listing any factsheets that have been left on site or that are to be sent on. At first we will continue to print the Job sheets and send them via Royal Mail along with the Invoice etc. but eventually we will be trying to move on to Electronic Invoicing by email.

We appreciate not everyone has access to email and if this is the case we will continue to send these customers their Invoices and information by Royal Mail but due to the ever increasing costs of postage and stationary and the inability of the Royal Mail to guarantee post actually being delivered, we must look toward more modern methods.

There will be no penalties incurred if customers prefer Royal Mail deliveries, but if we can slash our postage and stationary costs by implementing electronic Invoicing then it will help us keep our charges as low as we can.