

Invoicing Winnie Lau and/or ELFI

Thank-you in advance for your cooperation! Re-work and unneeded email back-and-forth is a serious productivity drain for you and us. Getting it right the first time makes a huge difference in productivity, and is a substantial investment into our "relationship bank account" - THANK YOU!

Payment Policy

- Submit Invoices by the 1st of each month. Miss this deadline, and you will have to wait until the following month's cycle to get paid. Unless it falls on the weekends, holiday, or agreed upon in writing ahead of time.
- Invoices to be submitted to Winnie+Invoice@WinnieLau.com
- You'll be paid by the 15th of the month, or the first business day after the 15th if the 15th is on a weekend, provided you've submitted your invoice by the 1st business day of the month.

Payment Method, Fees & Invoice

- Payments from us will *only* be made by one of the following: credit card, e-transfer, PayPal, or Electronics Funds Transfer (at our discretion). No Cheques or cash.
 - Please include which method of payment on your invoice
- Fees you incur while processing payment from us (e.g. Credit Card Fees, Wire Fees, PayPal Fees) is your cost of doing business.
- Unless stated otherwise, we won't pay you for the time you spend learning. We are paying you to be an expert in your domain. If - for example - you are a graphic designer and you don't know how to use a tool in Photoshop, it's up to you to learn on your own time, not billable hours.
- Your Invoice must be a PDF, ideally with the following filename structure:

Your Name - Invoice Number - Services Provided (Event Sponsor, VA Services, etc) - Today's Date

E.g.) Jane Smith - Invoice 001 - Event Sponsor - Aug 6 2023

- Your invoice must also include all the following elements or it will be considered incomplete, unpayable, and sent back to you for completion:

- Info about you:
 - Your name and business name
 - Your physical address
 - Best email to reach you
 - Best email for e-transfer
 - Best phone to reach you
 - Best person to contact
 - Your GST # if you have one
- Info about us:
 - Winnie Lau and/or Empowered Life Financial Inc.
 - 341- 10654 82 Avenue NW, Edmonton, AB T6E 2A7
 - Winnie+Invoice@WinnieLau.com
 - 1-888-315-5838
- Date of invoice
- Number of invoice
- Description of services rendered
 - Example: Bronc Match - Platinum Sponsorship - July 2023
- Fees you're charging, including - if applicable - hours worked and pay rate
- Preferred method of payment ([see above](#))
- What currency you're charging in - USD, CAD, or other
- Amount of sales tax you're charging us
 - For Canadians, if charging GST, you must include a GST number
- Grand Total of how much you'd like us to pay, explicitly in CAD, or CAD-adjusted
- Don't have an invoicing platform, or want even more clarity with visuals? [{click here}](#)

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