

# Alpha Association Management

## Invoice Submission Tips

Following the tips listed below will help prevent any delays in processing your invoices. Failure to follow these will result in the denial of your invoice(s) and the need for corrections and resubmission.

1. Contact Information - Ensure your invoice has your company name and phone number.
2. Invoice number - Invoices must have invoice numbers that must not be duplicated.
3. Invoice attachment - Invoices must be submitted as an attachment in PDF form. We **can not** accept Word or Excel files.

### Tips for the following software users

- FreshBooks: - <https://youtu.be/9AXnRlxSt0A>
- QuickBooks: - <https://youtu.be/nSRNwqyKis8>

4. Property information - Invoices must have the homeowner's and/or the association's name. Do not use cross streets. See the example below:

*XYZ Association  
c/o Alpha Association Management  
870 Corporate Drive  
Suite 402  
Lexington, KY 40503*

5. Submit all invoices and invoice-related questions to [Invoices@AlphaHOA.com](mailto:Invoices@AlphaHOA.com).

If you have any questions, please contact us at  
859-214-0034 and ask for Accounts Payable.