

Accounting Services

Bill Placement and Collection Services

Invoice Placement

- Attach Invoice with PO/Contract and place invoice at customer site.
- Update collection appointment date report.

Collection

- Before due date/appointment date 3 days, confirm with customer for cheque readiness.
- Plan for collection and send messenger to collect cheque.
- Issue Receipt to customer.
- Deposit money at bank.

Prepare summary collection report

Bill Payment Services

Invoice Placement

- Receive Invoice Placements from vendors.
- Issue Invoice Placement acknowledgement.
- Update payment appointment date report.

Payment Process

- Matching Invoice with relevant documents
- Generate Withholding Tax Certificate
- Prepare cheque
- Cheque Distribution
- Filing Receipt
- Call Center



Always support your non-core business operations

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