

VENDOR PAY SCHEDULE

△ Invoices Due By

○ Vendor Pay Day

2022

JANUARY

S	M	T	W	T	F	S
						1
2	3	△ 4	5	6	○ 7	8
9	10	11	12	13	14	15
16	17	△ 18	19	20	○ 21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	△ 8	9	10	○ 11	12
13	14	15	16	17	18	19
20	21	△ 22	23	24	○ 25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	△ 8	9	10	○ 11	12
13	14	15	16	17	18	19
20	21	△ 22	23	24	○ 25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
						1 2
3	4	△ 5	6	7	○ 8	9
10	11	12	13	14	15	16
17	18	△ 19	20	21	○ 22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	△ 3	4	5	○ 6	7
8	9	10	11	12	13	14
15	16	△ 17	18	19	○ 20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	△ 7	8	9	○ 10	11
12	13	14	15	16	17	18
19	20	△ 21	22	23	○ 24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	△ 5	6	7	○ 8	9
10	11	12	13	14	15	16
17	18	△ 19	20	21	○ 22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	△ 2	3	4	○ 5	6
7	8	9	10	11	12	13
14	15	△ 16	17	18	○ 19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	△ 6	7	8	○ 9	10
11	12	13	14	15	16	17
18	19	△ 20	21	22	○ 23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	△ 4	5	6	○ 7	8
9	10	11	12	13	14	15
16	17	△ 18	19	20	○ 21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	○ 4	5
6	7	8	9	10	11	12
13	14	△ 15	16	17	○ 18	19
20	21	22	23	24	25	26
27	28	29	30	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	△ 6	7	8	○ 9	10
11	12	13	14	15	16	17
18	19	△ 20	21	22	○ 23	24
25	26	27	28	29	30	31

INVOICE REMINDERS

Please include the following information on your invoices:

- Invoice number
- Complete address
- Date of completion
- Itemized cost breakdown
- Any estimates for suggested repair or replacement needed
- Property Managers name if known

PAYMENT REMINDERS

- Allow up to 30 days after the the invoice is submitted for payment.
- Any repairs over \$200 must be approved by the owner prior to completion.
- Your check will be mailed to you by the scheduled pay date.
- Checks will not be printed if your license and insurance information is not up to date.

WE ARE HERE TO HELP! PLEASE REACH OUT ANYTIME

Whether you are having issues with scheduling with the resident or getting the job completed timely, just reach out so we can work together through the issue.



Call or text us at 850-473-3983
info@PensacolaRealtyMasters.com
www.PensacolaRealtyMasters.com
 4400 Bayou Blvd 58-B, Pensacola, FL 32503