

## Invoicing *SimplyHome*

In order to receive payment from us, we request you submit an invoice to our accounting team on a monthly basis. Your invoice will be reviewed against our records, and payment will be scheduled accordingly.

**Important Note:** Payment on systems will not be made to representatives until the system has been installed and *SimplyHome* has received payment for that system from the individual/provider/etc. In addition, commissions will only be paid on active systems.

*We are including two sample invoices, based on submissions from representatives. Which style you use for your invoice is up to you.*

### Frequently Asked Questions

#### **Q. What do representatives invoice *SimplyHome* for?**

You will need to invoice *SimplyHome* for:

- Installations you personally complete
- Travel (following the guidelines outlined below)
- Commissions on equipment sold
- Monthly recurring fees

#### **Q. What information do representatives need to include for each opportunity that's billed for?**

You will need to include the following on your invoices:

- You can submit one invoice per opportunity, or you can put all opportunities into one invoice. This is at your discretion. Make sure to create a line item for each opportunity.
- For each opportunity, be sure to include the account name/abbreviation, opportunity address, client initials, and the amount.
- Include a description of what you're billing for, whether it's equipment commissions, installation fees, travel, or monthly recurring fees.

#### **Q. How often do representatives invoice *SimplyHome*?**

Please submit an invoice monthly for monthly recurring fees. Some representatives prefer to submit one invoice a month for all opportunities/line items. Others choose to submit an invoice for each installed system. This will be up to your personal preference.

Company/Rep Name

# Invoice

Your Billing Address

Contact Email

Contact Phone Number

|      |           |
|------|-----------|
| Date | Invoice # |
| Date | Invoice # |

|   |
|---|
| Bill To   |
| SimplyHome, LLC<br>P.O. Box 1155<br>Arden, NC 28704 |

|          |                |         |
|----------|----------------|---------|
| P.O. No. | Terms          | Project |
|          | Due on receipt |         |

| Quantity | Description  | U/M | Rate         | Amount        |
|----------|--|-----|--------------|---------------|
|          | Description of what you're billing<br>(install/travel/monthly recurring referral<br>fee/equipment commission)<br>Account and Opportunity Name - Client Initials            |     | Rate Amount  | Total Amount  |
|          | Example:<br>Recurring Referral Fee (Base Unit) (desc of<br>billed item)- AAA (account initials)- 335 W.<br>Water St. (opportunity address)- Client AF<br>(client initials) |     | \$20.00      | \$20.00       |
|          |  |     | <b>Total</b> | Invoice Total |

|   |  |   |  |
|---|--|---|--|
| <b>SIMPLYHOME, LLC SYSTEM<br/>INSTALLATION AND MONTHLY<br/>RECURRING MONITORING CHARGES</b>   |  | <b>Company Logo/Name<br/>(If Applicable)</b>  |  |
| Invoice Date: <b>Invoice Date</b>   |  |   |  |
| Invoice prepared for:<br><i>SimplyHome, LLC</i><br>P.O. Box 1155<br>Arden, NC 28704   | Invoice communicated to:<br><b>Cricket Madzinski</b><br><b>Jason Ray</b><br><i>SimplyHome, LLC</i> | Invoice prepared by:<br><b>Company/Rep Name</b><br><b>Your Billing Address</b><br><b>Contact Email</b><br><b>Contact Phone Number</b> |  |
| <b>Installations and Purchased Equipment:</b> ——— <b>Description of items in this section</b>   |  |   |  |
| <b>NOTES:</b>   |  | <b>Total:</b>   |  |
| <b>New Monthly Monitoring:</b> ——— <b>Description of items in this section</b>  |  |   |  |
| <b>Example:</b><br><ul style="list-style-type: none"> <li>•AAA (<b>account initials</b>)- 335 W. Water St. (<b>opportunity address</b>)- Client AF (<b>client initials</b>)</li> <li>Butler System Installation - \$500.00</li> <li>Butler Wall Mount Metal Case- \$200.00</li> <li>Door/Window Micro Sensor Crystal X1 - \$5.00</li> <li>Door/Window Sensor Crystal X2 - \$10.00</li> <li>Panic Sensor X3 - \$15.00</li> <li><b>9 months monitoring - \$180.00</b></li> </ul> <div style="margin-left: 200px;">       ]—— <b>Breakdown per item</b> </div> |  | <b>\$910.00</b>   |  |
| <b>Continued Monthly Monitoring:</b> ——— <b>Description of items in this section</b>  |  |   |  |
| <ul style="list-style-type: none"> <li>•AAA (<b>account initials</b>)- 335 W. Water St. (<b>opportunity address</b>)- Butler (<b>System</b>) - 3 Person Home (<b># in home using system</b>) - \$25.00 (<b>monthly fee</b>)</li> <li>•BBB - 336 W. Water St. - Client GG - PERS - \$10.00</li> <li>•CCC - 337 W. Water St. - Client HH - Automated Medication Dispenser - \$5.00</li> <li>•DDD - 338 W. Water St. - Client II - Butler - 4 Person Home - \$30.00</li> </ul>   |  | <b>\$70.00</b>  |  |