POPEYE’S PLUMBING LLC

Invoice Reference Guide

What to put on the invoice

Include the invoice number, invoice date and purchase order or job reference.

If one invoice covers several jobs, mark which line items belong to each job.

Email subject line

Use the invoice number and the purchase order or job reference.

Example: Invoice 2148 / PO 317

Reference questions

If a purchase order or job reference is missing, email the invoice desk.

Include only the invoice number and the delivery or work date.

invoicequeries@popeyesplumbing.com

Keep bank details and tax IDs out of invoice email.