

service provider information

At NDSP Plan Managers, our dedicated team is committed to ensuring the prompt and accurate processing of invoices.

For any queries or concerns, please don't hesitate to reach out to our friendly team on **1800 63 63 77**.



What does this mean for you?

- Please send your invoice to **invoices@ndsp.com.au**
- Add your client's email address in the CC field
- We usually pay invoices within 3-5 business days
- Occasionally, we might need a bit more time to pay your invoice. In such cases, we'll keep you updated on the progress of your payment.



Checklist

To help us process payments fast, make sure your invoices include:

- ✓ Your client's full name and NDIS number
- ✓ A unique invoice number
- ✓ Dates of services provided
- ✓ Quantity and duration of services provided
- ✓ Brief description of the service
- ✓ Hourly/unit rate
- ✓ Total amount due
- ✓ Your ABN number
- ✓ Your payment details

For general queries, please contact us at:

Phone: 1800 63 63 77 **Email:** info@ndsp.com.au

To submit invoices please use:

Email: invoices@ndsp.com.au