



ASSIST
PLAN MANAGERS
Making Life Easier

Service Provider Information

Dear Service Provider,

Our team at Assist Plan Managers is managing the NDIS funding of your client. Our role as Plan Managers is to make life easier for participants and families in the NDIS. We do this by handling all quotes, invoices, reimbursements and payments for them.



What does this mean for you?

- ➔ Please send your invoice to invoices@assistplanmanagers.com.au
- ➔ Add your client's email address in the CC field
- ➔ We usually pay invoices within 3-5 business days
- ➔ Occasionally payments may take a little longer. In this case we'll endeavour to resolve the issue quickly



Checklist

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

- ✓ Your ABN number
- ✓ Your bank details
- ✓ Your client's name and NDIS registration number
- ✓ Brief description of the service provided or item number
- ✓ Serviced hours and hourly rate
- ✓ Total amount due

Yours sincerely,
Assist Plan Managers

Any questions? Get in touch on
0422 715 020 or invoices@assistplanmanagers.com.au