



## **PR-008 Invoicing and Payments**



**Standard**

**September 2022**

## 1 Purpose

The purpose of this standard is to outline the invoicing and payment requirements for NAFC, the Members and operators for fire and emergency operations.

When a contract refers to this standard the term “operator” in this standard also includes the “Contractor” as defined in the contract.

## 2 Requirements

Requirements of any contract take precedence over requirements of this standard. Any exceptions to this standard will be made at the absolute discretion of NAFC or a Member.

### Drawing Invoices

Tax invoices must include a full description of the aircraft services delivered and provide substantiation relevant to the amount claimed, including Flight Operation Returns (written or electronic) and/or copies of invoices for items which are on chargeable, according to the contract

### Payment Process

Upon receipt of a valid tax invoice the Member will make payment to the operator consistent with the Member’s standard operating procedures for payment of tax invoices.

### Disputed Invoices

If a Member disputes the accuracy or completeness of any invoice or associated documentation, the Member will provide notice of that fact to the operator.

The notice will state the basis of the dispute and set out relevant supporting details.

If the parties cannot resolve the invoice dispute within 30 days from the date of the notice, then the dispute will be determined in accordance with the dispute resolution procedures set out in the NAFC Specimen Contract at clause 8.17 Disputes.

