

Urgent Payment Request Form

Building _____

Date _____

Company/person to be paid _____
Amount to be paid _____

Notes (If any)

Are the creditors banking details included: Yes No

If not, please specify:

Bank Name	_____	Acc #	_____
Account Name	_____	Branch #	_____
Branch Name	_____		

Trustee Name _____

Signature _____

Notes:

As per Solvers mandate as well as the previous resolutions signed with all our complexes, invoices received before the close of business on a Wednesday will be process on a Thursday and released on a Friday at 13h00. The reason for this is because our accounts department follows a 6 step security check process. Any payments needing to be paid outside of this process skips some of the security checks.

Upon receipt of this form as well as the supporting documentation, please be advised that the payment will be processed through Solvers Accounts Department immediately and released within 24-48hours.