

## Urgent Payment Request Form

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/person to be paid: \_\_\_\_\_ Contact number: \_\_\_\_\_

Amount to be paid: \_\_\_\_\_

Notes (If any): \_\_\_\_\_

Are the creditors banking details included: Yes  No

If not, please specify:

Account Name \_\_\_\_\_ Account # \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch # \_\_\_\_\_

Trustee Name: \_\_\_\_\_ Trustee Signature: \_\_\_\_\_

Trustee Mobile #: \_\_\_\_\_ *\*Please expect a call from our back office*

**Notes** – As per Solver Property Services' mandate, invoices received before 12h00 on Mondays and Wednesdays will be processed the following day. This is due to our accounts department's rigorous six-step security check process, which involves verification by six individuals. Any payments requiring expedited processing will bypass some of these security checks.

We emphasise that this strict payment process is in place to safeguard the funds of our complexes.

By submitting a signed *Urgent Payment Request Form*, you agree to bypass the above security steps and have the payment processed immediately (within one full business day). In these instances, Solver Property Services cannot be held liable for any issues arising from this payment and/or future payments to this company/person.