



# Invoicing Procedure

1. Rental minimum is 1 week or 7 days
2. Monthly rates are for 28 days.

The monthly rate is divided by 4 for the weekly rate for computer purposes.

The weekly rate is then divided by 7 days to establish a daily rate for invoicing purposes.

3. Your invoices will show a date range that is multiplied by the daily rate to establish the charges for that particular piece of equipment.

## Example Accounts Payable Process:

Established Monthly Rate = \$2800.00

Divide the Monthly Rate by  
4 to get the Weekly Rate =  $\$2800 / 4 = \$700.00$

Divide the Weekly Rate by  
7 to get the Daily Rate =  $\$700.00 / 7 = \$100$  a day

Rental Period = 1 week and 5 days

Total = \$700 (the week) + \$500 (5 days) = \$1200

Please Note:  
LGH Rental "Time" Standard

1 Month = 4 weeks (28 days)  
1 week = 7 days

Questions?? Call 800-878-7305 to get further assistance.

## Lifting Gear Hire Corporation

800.878.7305

www.lgh-usa.com

PUTS SAFETY FIRST