

# INVOICE FLOW CHART

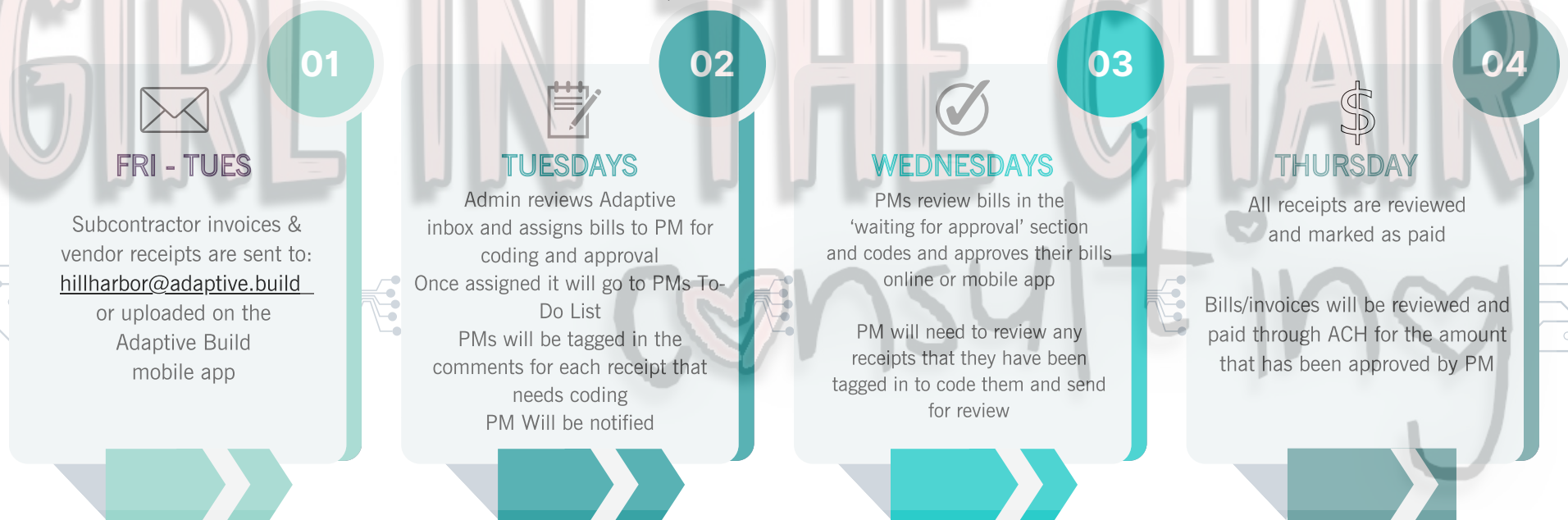
## Weekly Process

HHDB HAS NET 14 TERMS FOR PAYMENTS.

IF AN INVOICE IS NOT APPROVED BY THE PM ON WEDNESDAY AFTERNOONS,  
THEY WILL NOT BE ELIGIBLE FOR PAYMENT UNTIL THE FOLLOWING WEEK.

IF WE WORK AS A TEAM TO FOLLOW THIS PROCESS, IT WILL STREAMLINE PAYMENTS,  
WHICH WILL ALLOW FOR HAPPY SUBCONTRACTORS AND VENDORS.

IF A DEPOSIT IS NEEDED, USE COMPANY AMEX OR INFORM ADMIN.



*Adaptive Flow*

**ADAPTIVE  
INBOX**

**WAITING  
FOR  
APPROVAL**

**WAITING  
FOR  
PAYMENT**

**HILLHARBOR@ADAPTIVE.BUILD**