

PROVIDER WELCOME LETTER

Dear Provider,

You are receiving this letter to inform you that your clients NDIS plan will be Financially Plan Managed by our team here at CPM.

We are dedicated to a prompt payment system and to ensure we can do this we kindly ask that you :-

Prepare a service agreement between yourself and your client and send us a signed copy which will allow us to quarantine the stated amount of funding to your account. Please send this to enquiries@completeplanmanagement.org

All invoices will need to be sent to our accounts team at accounts@completeplanmanagement.org

Please ensure that ALL invoices include the following information on them:

- clients full name
- client NDIS number
- exact dates of service
- the NDIS line item code (this can be found on the NDIS website via the product catalogue)
- hours of service
- hourly rate of service
- your ABN

Our accounts email is for invoices only. Please direct all other emails to our enquiries team to assist with quick response times.

If you have any questions regarding any of this you can contact us at the enquiries email or via phone on (08) 8185 0003

We look forward to working with you

Regards

The CPM Team