



Billing and Custom Invoicing

The benefits of outsourcing your organization's billing and invoicing functions are unlimited. Diversified Credit Services (DCS) has a qualified, trained staff to handle any type of invoicing your company requires. Our flexibility allows us to be able to invoice different types of companies in many industries, from service organizations to manufacturers.

We are able to invoice through your own system or we can work with you to create a customized invoice process to be solely used for your company. Whether you require daily, weekly, bi-weekly, semi-monthly, fiscal monthly or calendar monthly invoicing, DCS can accommodate your needs. Distribution of the invoices can be handled directly from our suburban Boston offices. We are able to send your invoices in any manner you wish, including US Postal Service, Email, and Overnight services. Email addresses can be set up so your vendors see us as a part of your company, not as an outside vendor. For US Postal Service processing, you can choose to set up a mail machine in our office for us to use solely for your organizations mail. If you prefer, we can use our mail machine and invoice you monthly for the postage. Timecards and service slips, if necessary, can be stored at our location as back up to the invoices. We will maintain all pertinent files, keeping copies of invoices, back-up, etc. here at our offices.

Our staff will work with you to make the transition to our invoice processing a smooth one. Once fully trained, we will handle the full invoicing process right from our location, saving you the staff costs as well as the office costs of a full invoicing department. You can concentrate on the core functions of your business and improve your company's bottom line.

Contact DCS today to review these benefits.

Jennifer Perkins, Billing Manager
Diversified Credit Services, Inc.
(888) 893-9119