

UniLodge

FIND **YOUR PLACE** IN THE WORLD

Agent Invoicing Guidelines 2021



Reconciliation Details

In order for UniLodge to confirm a booking was referred by you, we require the following details be provided.

Download and make a copy this invoice template [here](#). You'll need to sign into your Google account to access the template. If you don't have an account yet, you can sign up [here](#).

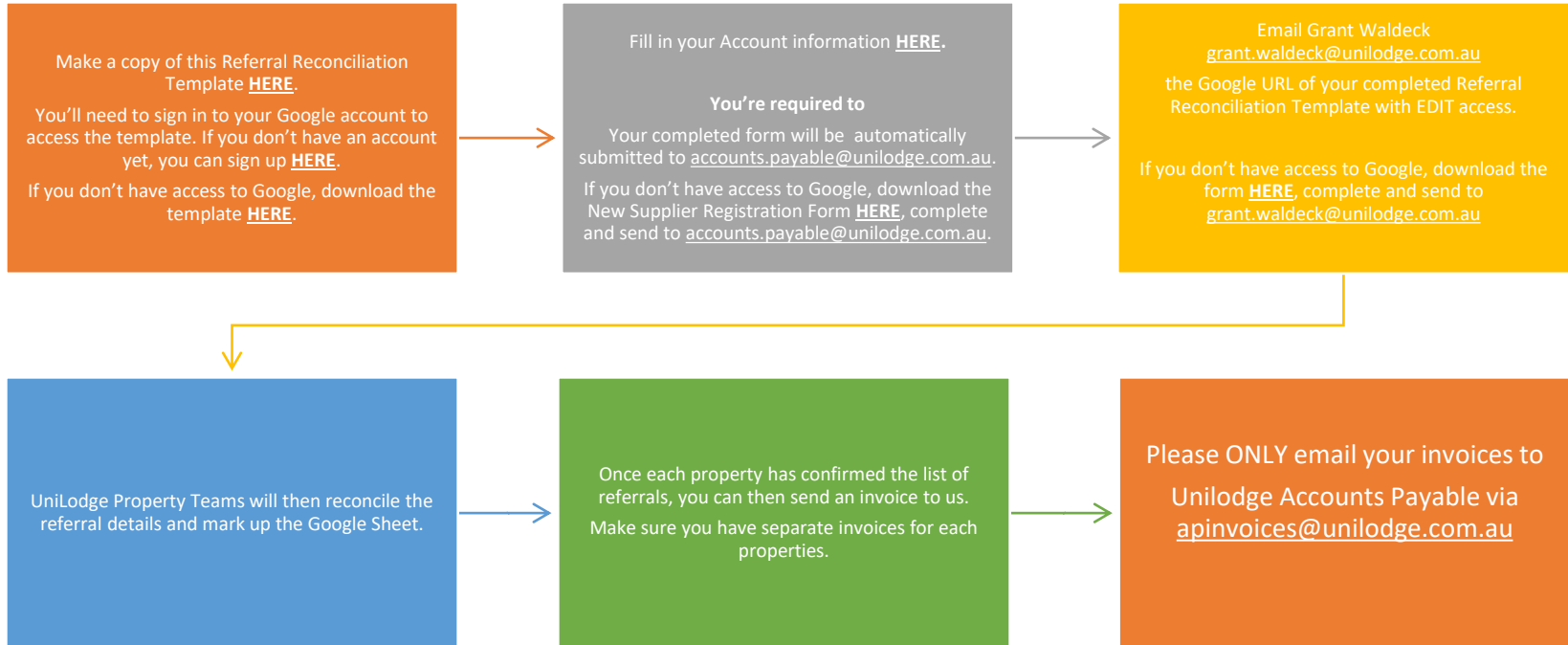
If you don't have access to Google, please download the spreadsheet [here](#).

Details include:

- UniLodge Property Name
- Resident Name
- Resident Email address
- Date of Birth
- Contract Start and End date
- Weekly Rent Payable
- Tenancy length
- Commission rate (per agreement)
- Commission Calculation (for percentage commission calculations)
- Invoice amount per resident

Step 1	Make a copy of this template and save it as a Google Sheet									
Step 2	Click share and copy the shareable link. Ensure others can EDIT the sheet.									
Step 3	Label the Sheet with your Company Name where "UniLodge Referral Template" is named									
Step 4	Add your student referral details									
Step 5	Email Grant.Waldeck@unilodge.com.au with the completed Google Sheet URL									
UniLodge Property Name	Resident Name (Passport or English Name)	Resident Email Address	Date of Birth	Contract Start Date	Contract End Date	Weekly Rent Payable	Tenancy Length in weeks	Commission Rate \$ or %	Commission Calculation	Invoice amount (AUD)

The Invoicing Process



THINGS TO NOTE

UniLodge Head Office Address

Please check that the UniLodge Head Office address details are correct on your invoice, otherwise it will not be processed.

The address is now **22/100 Creek Street, Brisbane City, 4000, QLD, Australia.**



Property

One invoice per property.



Invoices

Please send invoices to Unilodge Accounts Payable Invoices.
apinvoices@unilodge.com.au.



Support

Email UniLodge Accounts Payable accountspayable@unilodge.com.au if you've any enquiries or need to follow up on any outstanding invoices.