Dear Consultant,

My name is **Elaine Shovlin** and I handle all of the billing here at Oxford Consulting Services. If you have **any** questions about your timesheet, invoice or check please email or call me, my contact information is below!

In order to process your monthly timesheets more effectively, I would like to email you when your paperwork (timesheet and invoice) have been received. Therefore, if you do NOT receive an email I have not received your billing. I realize that many times the school district does not forward the signed timesheet to me as quickly as we would like or sometimes the fax doesn’t come through. This delays your check. Remember, any billing received after the 5th of the month following the month of service will not be processed in time for the check to be mailed on the 10th. The second batch of checks is mailed out on the 20th.

**Due to the fact that late paperwork delays our billing to the district which then delays their payment to us, if your billing is not submitted in a timely manner (at the end of each month) we will be forced to wait until the district has paid us before we pay you.** In many districts we have several therapists, so when your billing is late it not only holds up our billing the district for your services but often for everyone working in the district. Your cooperation is much appreciated! I am looking forward to working with you!

Sincerely,

Elaine Shovlin

732-761-1955 Ext 232

[eshovlin@oxfordconsulting.com](mailto:eshovlin@oxfordconsulting.com)