



INVOICING GUIDE



marshfinance.com

INVOICE INFORMATION

To ensure a swift and streamlined payout process for yourself and our mutual customer, it is essential that invoices are sent with the correct information. To help you, we have created a short overview of what information is required.



Invoice Dated

Please ensure that all invoices are correctly date-stamped. Invoices cannot be future dated.

Correct Funder

It is vital that you select the correct funder. We have three separate funders:

- Marsh Finance Ltd
- Marsh Finance & Commercial Ltd
- Conister Bank

Customer Details

Please ensure that you use the customers full name, and current address. If this information does not match the information we have on file, a new invoice will be required.

Financial Breakdown

Please provide a full financial breakdown on each invoice. We do not fund warranties unless covered via deposit and negative equity.

Vehicle Registration

Before submitting an invoice, please double check that the correct vehicle registration number is present.

INVOICE

INFORMATION

CONTINUED...



Chassis Number

The correct chassis number (also called a VIN number) needs to be present on the invoice.

Mileage

Make sure to double-check that the mileage matches the quote.

Make & Model

Please include the vehicle's correct make and model. If it is a limited edition model, ensure this information is included.

Date of Registration

Please include the date that the car was initially registered.

Full Invoice & Registration

When scanning your invoice, please ensure that the full registration is visible and all the information is clear and easy to read.

Engine Number & Colour

Please double check that you have included the correct engine number and colour.

INVOICING GUIDELINES

- We accept electronic, handwritten, and half typed / half handwritten invoices
- Invoice date variation - must be dated within 30 days prior
- Vehicle colours aren't required, but if it is present, it must be accurate
- The invoice must state the correct funder
- No amendments can be made
- If handwritten, it **MUST** be signed and dated by the dealer
- The funder name and address must be correct
- We cannot accept invoices that include negative equity
- We can accept add-ons eg. paint protection, admin fees, however, these need to be itemised separately
- We cannot accept invoices that use tippex on vital customer or vehicle details
- Spelling errors will not be accepted
- Writing must be legible

OUR FUNDERS

Marsh Finance has three distinct funding entities, each playing a crucial role in our financial operations. To ensure seamless processing and accuracy in our financial dealings, it is vital to correctly identify and address the appropriate funder on all invoices. Incorrectly addressed invoices can lead to delays and administrative complications.

1

MARSH FINANCE LTD

Crossfield Mill
Crawford Street
Rochdale
OL16 5RS

2

MARSH FINANCE & COMMERCIAL LTD

Crossfield Mill
Crawford Street
Rochdale
OL16 5RS

3

Conister Bank LTD

Clarendon House
Victoria Street
Douglas
IM1 2LN



CAR FINANCE, MADE SIMPLE.



Contact Us

[marshfinance.com](https://www.marshfinance.com)
dealersupport@marshfinance.co.uk
01706 751 273