



## **Dun Laoghaire Rathdown County Council**

### **Invoicing Requirements**

***Works should not be undertaken for the Council, or goods delivered to the Council, without a valid Purchase Order detailing the works to be undertaken or the goods to be delivered and the price of same.***

- All invoices **must** be addressed to Dun Laoghaire Rathdown County Council, Accounts Payable Section, County Hall, Marine Road, Dun Laoghaire, Co. Dublin
- All postal invoices **must** be sent **directly** to this address.
- Invoices will also be accepted by email to [accountspayable@dlrcoco.ie](mailto:accountspayable@dlrcoco.ie)
- Invoices should be issued in one format only. Where they have been sent by email they should not also be forwarded by post.
- All invoices must quote a valid **purchase order number** relating specifically to the goods/service provided at the price agreed.

Failure to adhere to these requirements may delay payment of your invoices.

Remittances will issue by e-mail only to the e-mail address supplied.

Where an e-mail address has not been supplied a remittance will not issue.