

March 10, 2021

Notice to Suppliers, Contractors, and Vendors of the Town of Portland

Effective this 10th day of March, 2021, the Town of Portland Board has set the below payment terms. This notice applies to bills being sent for payment from the Town of Portland, Monroe County, Wisconsin and takes effect immediately.

Bills are required to be mailed to the Town of Portland within 45 days of the date of service, purchase of material, or the completion of the project. The Town of Portland is no longer liable to pay bills received after this 45-day period has expired.

Upon receipt of the bill and after thorough review, the Town of Portland will issue payment accordingly within the next 45 days after receipt.

Please sign below acknowledging receipt of this notice.

It may be returned via email to the townofportlandmc@gmail.com or by mail to:

Town of Portland
PO BOX 262
Cashton, WI 54619

Business Name

Signature of Receipt

Date