



Company Name _____

To whom it may concern,

In an attempt to have our system as accurate as possible, can you please answer the questions below and return to me via fax or e-mail.

1) Mailing address for invoices and statements:

2) Accounts payable contact name:

3) Accounts payable contact phone #:

4) Accounts payable fax number:

5) Accounts payable contact e-mail: (can be sent to multiple e-mail addresses).

6) Do you want e-mailed invoices & statements: **YES** **NO**

Should you have any questions or concerns, please feel free to contact me.

Thanks!

De

De Griffiths
Credit and Collections Manager

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