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 WWW.DEALERSSUPPLY.COM INFO@DEALERSSUPPLY.COM

Dear Valued Customer: In order to keep pace with your business needs, we have acquired the ability to offer options to forward your invoices to you daily, via fax or email. Statements can be forwarded to you via the same method, once a month. Please fill out the information below, as to how you would like to receive both invoices and statements. Without a response on file, your invoices will be mailed to you at month-end with your monthly statement enclosed.

Company Name:

Contact Person:

DAILY INVOICES

Please fax invoices daily to: # _____ - _____ - _____

Please E-mail invoices daily to: (up to 2 email addresses)

Email #1: _____

Email #2: _____

STATEMENTS

Please fax STATEMENT to: # _____ - _____ - _____

Please E-mail STATEMENT to: (up to 2 email addresses)

Email #1: _____

Email #2: _____

BILLING

ALL INVOICES REQUIRE A PURCHASE ORDER NUMBER

ALL INVOICES REQUIRE A JOB NAME

ALL INVOICES REQUIRE A **PRINTED** SIGNATURE

PLEASE FAX BACK ALL RESPONSES TO 503-235-5057, OR EMAIL AR@DEALERSSUPPLY.COM