

Dear Vendor;

Our company is now using a paperless bill management system. With this system, we can pay our vendors electronically. ePayments are more secure and easier to track and manage. For you, signing up just takes a few minutes.

When you sign up to accept ePayments, you save the hassle of carrying around paper checks. You never have to worry about lost or stolen checks, or about racing to your bank or ATM to make a deposit before 5:00. Your bank account is credited as soon as possible, and your cash flow is easier to monitor.

Simply fill in the Vendor ePayments FORM below to begin receiving ePayments. And, don't forget to email us our invoice for quick turnaround; email to our custom billing email provided.

*Thanks for helping us go paperless!*

**ASAP**

## Vendor ePayments FORM

Company: \_\_\_\_\_

Billing Contact (Full Name): \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Company Bank Name/Branch: \_\_\_\_\_

Company Bank Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

*Please fax or email directly to our accounting staff.*

*Email us at:*

*Fax us at:*