



**Dear Customer:**

In order to better serve the needs of our customers in a timely manner, we are going to a paperless billing procedure. Since, we live in a world where everyone wants their information immediately this should help cut down the request for invoices and credit card receipts, if applicable. Our company feels this is a “green” move that not only helps the environment, but also is more economical.

We **prefer to email** your invoices, credit card receipts and statements. If this is not available then we will fax those documents to your company. *This form must be returned and retained in your file in order to process your orders.* If the accounting contact changes, please send us the new information as soon as possible.

Please fill out the following information- please type or print neatly to avoid any mistakes – you may also submit the typed information on your company’s letterhead.

**Company Name:** \_\_\_\_\_

**Accounting contact name:** \_\_\_\_\_

Note: This should be the person responsible for paying invoices.

**Accounting contact email address:** \_\_\_\_\_

Note: We email all invoices to this contact. If you do not have an email address we can fax the invoice to your company but it will delay the delivery since it cannot be sent from our software program. We do not mail invoices.

**Credit Card Receipts should be emailed to:** \_\_\_\_\_

(If same as above you can leave this blank)

Please update/confirm the following information – Oklahoma Customers Sales Tax Permit# \_\_\_\_\_

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**NOTE:\*\*Credit Card Receipts – will be automatically emailed or faxed to the billing contact above – unless you instruct us in writing where you want them sent.**

**Credit Card Customers - Must also fill out our credit card form as we require a signature to process the order.**

**Return this form to our Accounting Department - [accounting@aapi.aero](mailto:accounting@aapi.aero) or via Fax 405-548-2511. To speak to the Accounting department please call 405-548-2502.**

**Your business is greatly appreciated!!! Thank you – Alliance Air Parts Inc.**