



Digital Services Sign-Up

Account Name: _____

Account Number: _____ Job Number: _____

Settings specified below will apply to ALL jobs unless otherwise noted. You can specify different *digital* delivery locations per job account for your convenience; please fill out a separate Sign-Up sheet for each job account noting the different email addresses or fax numbers.

Daily Automatic Invoicing – Fax or Email

Yes! I'd like to receive a .pdf of each invoice and credit at the time it's posted.

Email Address: 1) _____

2) _____

3) _____

Yes! Please fax my invoices and credits to: _____

No, please continue mailing my invoice/credit reprints with my printed statement at the end of the month. I understand that the invoices/credit copies will be printed two documents per page.

Monthly Statements – Fax or Email

Opting "Yes!" for digital statement delivery will discontinue my printed and mailed statement.

Yes! I'd like my statement ONLY emailed to me on the 24th of each month to:

Email Address: 1) _____

2) _____

3) _____

Yes! Please fax my statement and invoices/credits to: _____

No, please continue monthly mailing of my printed statement to my main account's address with the invoice/credit copies printed two per page.

On the Level List – E-Newsletters, Event Notifications, Fliers, Deals, etc.

Yes! Please add us to the digital list and *discontinue* paper newsletter mailing.

Yes! Please add us to the digital list and *continue* paper newsletter mailing.

Contact Name:

Email Address:

1) _____

2) _____

3) _____

There is no limit for contacts and addresses on this list. Please list on reverse if you have more than 3 contacts to add.

No, please continue paper newsletter mailing.

No, please remove me from all mailing lists.