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North Kansas City, MO 64116
816-561-3761 800-444-2761
816-561-6421 fax



445 Bryant Street - Unit 1
Denver, CO 80204
303-922-8426 800-777-0910
303-922-4105 fax

BILLING OPTIONS

Time to Go Green!

Fax: 816-561-6421

Email: pattys@cdjones.com

Attn: Accounting Manager

At the Charles D. Jones Co., our goal is to make it easy for you to do business with us, including managing your own invoices. We encourage you to take advantage of our FREE electronic invoice delivery service: a better way for you to get your invoices while helping the environment. We have found that it has greatly reduced the chance of invoices getting lost in the mail, or not getting them at all. Our invoices, that are faxed or emailed to the attention of the proper person, have all the information that you are accustomed to. You will receive one email/fax the very next morning after processing, so you will know immediately when purchases are made.

An added incentive is the good you will be doing for the environment. You can import this data directly into your own accounting system. It will also help eliminate stacks of paper and envelopes. We are confident that you will find this solution better for your business.

Please fill out and choose your preferred method of delivery and fax to 816-561-6421 or email to Patty Stover at pattys@cdjones.com.

Customer #	
Company Name	
Address	
City/State/Zip	
Phone	
Contact Name	
Title	

Please check your preferred invoice delivery method.

EMAIL	Email address:
FAX	Fax #:
US Mail	

Thank you for your continued business. Do not hesitate to contact me at 816-561-3761 with any questions.

Patty Stover
Systems Administrator