

ST. JOHN ENGINEERING, LLC
ENGINEERING • PLANNING • ENVIRONMENTAL CONSULTING
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ELECTRONIC INVOICING AUTHORIZATION

To Whom It May Concern:

To make our invoicing system more efficient, we are giving our clients the option of receiving their Invoices and Statements in PDF format via email each month. Please complete the form below and return it to me via email, fax or mail at your earliest convenience. If you choose to receive your Invoices and Statements in electronic format you will no longer receive a paper copy in the mail.

NOTE: The email address(es) provided will be used for our use only and will not be redistributed in any way.

Please respond with your preference below and return either by email or by fax.

Thank you for your participation,
Kimberly Pruitt
Office Manager
Email: kpruitt@stjohnengineering.com
Fax: 931-728-6357

PLEASE PRINT CLEARLY

Company/Firm Name: _____

Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

Yes, send my Invoices and Statements via email each month

Email #1: _____

Email #2: _____

No, I do not wish to sign up for electronic billing at this time

Signature

Date