



Dear Valued Customer,

Our goal is to continue to earn your business each and every day. We are proud to announce improvements to our billing process to make it easier for you to do business with us in the years ahead.

First, you will notice a new look to our invoices and statements. Changes were made to make them easier for you to read.

Second, we are now offering more ways for you to receive your invoices and statements. These new options provide copies of your bills that are identical to what you would normally receive in the US Mail and provide several additional benefits. Below is a summary of the new options:

Delivery method	What It Is	Advantages To You
<i>Email</i>	You will receive an Email with an easy to open PDF file. An exact copy of your invoice will be sent to you the next business day. You can even request a data file that will let you download the invoice data directly into your accounting package (e.g. QuickBooks).	<ul style="list-style-type: none"> <li>• Receive your invoices faster</li> <li>• Save time by downloading data directly into accounting package</li> <li>• Flexibility &amp; ease of storage</li> <li>• Easy to forward internally</li> <li>• Eliminate the cost of printing by viewing bills online</li> </ul>
<i>Fax</i>	You will receive a Fax with all of the invoices generated from the previous day. If desired, you can select a time of day (Morning, Afternoon, Evening) that you would prefer to receive the invoices.	<ul style="list-style-type: none"> <li>• Receive your invoices faster</li> <li>• Schedule convenient time for receiving</li> </ul>
<i>Invoice Gateway</i>	This option provides 24 hour access to your invoices and statements on our secure web site. From the site you can search, sort, view, download, and pay your invoices. Take advantage of early payment discounts and/or avoid late payment charges by scheduling your payment dates.	<ul style="list-style-type: none"> <li>• Receive your invoices faster</li> <li>• Save time by downloading data directly into accounting package</li> <li>• Easy to store, sort &amp; pay – no writing checks</li> <li>• Access to invoices 24/7</li> <li>• Daily notification of payments</li> <li>• Eliminate the cost of postage and mailing by paying bills online</li> </ul>

Of course, you can continue to receive your invoices via the U.S. Mail. However, we are confident that you will find one of the above options better for your business. As an added incentive – consider the fact that you will be helping the environment with paperless billing.

Please circle below to indicate your preferred method of receiving invoices. **Email address Required if you choose either Email or Invoice Gateway below.** Please fax form to us at **201-512-0338** or e-mail to [sales@edist.com](mailto:sales@edist.com).

Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

U.S. Mail	Email	Fax	Invoice Gateway
-----------	-------	-----	-----------------

Indicate the email address or fax number if either of these options, or Invoice Gateway, was selected: \_\_\_\_\_

Thank you for your continued business.

The Edist Team