

We are doing our part.

As part of our Green Initiative at Simpson Dura-Vent, we are seeking ways to consume fewer resources and reduce the cost of doing business. We are currently exploring ways to minimize paper transactions externally as well as internally. The first step we are implementing is no longer mailing paper invoices. In the very near future we will begin sending invoices via email. Our billing system enables daily batch processing of invoices. Batching invoices means, that all invoices to a customer for the day will be sent as PDF's attached to one email. This minimizes the number of emails sent to any one address.

If your company requires paper invoices, the PDF format enables you to easily print the invoice at your location. However, the ability to maintain an electronic file of your invoices saves the time spent filing, space of storing, and handling of paper. If your company does business with us through EDI, you will continue to receive your invoices by email.

In order to avoid any interruption of your invoicing, we ask that you provide us with name and email address of the person in your company who should receive invoices. Please be sure to keep the invoice contact information updated.

If your company cannot receive invoices via email, fill out the form, check the box "Opt Out", and submit. If you "Opt Out" by July 31, 2009 we will continue to send paper invoices. Invoices will be sent via email unless you submit this form with "Opt Out" checked.

To submit this form via email, click on "Submit" button in lower right hand corner. To submit via fax 707-446-4740.

Invoice Contact

Company Name: _____

Contact Name: _____

Contact Email: _____

Business Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Opt Out
(Our company cannot receive invoices via email)

Reset

Submit



COMPLETE VENTING SOLUTIONS

ELECTRONIC FORMS