



To: Our Valued Customers

From: Customer Service and Accounts Receivable

RE: Automated System Faxing or Emailing Invoices, Account Statements, and Sales Order Acknowledgements

We are in the process of setting our system to automatically fax or email critical documents to you and we are requiring some necessary contact information. Please complete the below survey, indicating your preference regarding the receipt of each of the below documents. Please note if your preference is email, we can only accept general email addresses such as accountspayable@xyz.com or purchasing@xyz.com verses an individual's name. Please contact ammsw.customer.service@pwrsysa.com if you have any questions. We thank you for your assistance as we work to improve our services.

Customer Name: _____, Customer Number: _____

Customer Address: _____ Phone No.: _____

Invoice (circle your preference): Fax or Email

Fax no.: _____, Email address: _____

Account Receivable Statement (circle your preference): Fax or Email

Fax no.: _____, Email address: _____

Sales Order Acknowledgement (circle your preference): Fax or Email

Fax no.: _____, Email address: _____

Please fax this completed form to: 574-256-1248 or email to ammsw.customer.service@pwrsysa.com

Thank you!