



Back Office
By Buyers Edge Platform

RE: Request to Email PDF Invoices

To Whom It May Concern,

We are utilizing an invoice scanning feature with our accounting company. To increase efficiency and ensure no invoices are missed we are requesting that you email a copy of our invoices effective . To avoid any confusion please do not send any invoices prior to this date.

The email address to send invoices to is

In order to prevent delays please ensure that these are sent directly to this email and the invoice is a non-password protected PDF.

Please reach out with any questions.

Thank you,