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 Olathe, KS 66061
 Phone: 888-369-7575
 Fax: 913-390-0075
 www.tompkinsind.com

Tompkins Electronic Invoicing

We offer electronic invoicing to our customers.

You choose the delivery method from three options:

Option 1 – Invoice Gateway

From our secure website you can view, sort, search, print your invoices and statements and download to your accounting system at any time. We send you an email each time that we add new invoices or statements to your account to remind you to go online to view.

Access to the gateway system setup is printed on the top of each invoice and statement that you currently receive from us.

You can securely pay invoices online with a credit card (American Express, Discover, MasterCard, and VISA). Saves you the postage, check and envelope cost of mailing payments to us. Cash discounts do not apply with credit card payments.

We will also store all of your invoices and statements online for up to 12 months so that you can retrieve old invoices and statements as you need.

Option 2 – Email Invoice

Receive one email per day that includes a PDF attachment of all your invoices or statements from the prior business day. You may also choose to receive a downloadable file that will allow you to easily import your invoice data directly into your accounting system.

Option 3 – Fax Invoice

Receive one fax per day that includes all your invoices and statements from the prior business day.

If interested, please e-mail this form to accounting@tompkinsind.com or, print and fax to 913-390-0075 and provide us with the following information:

Account Number _____

Customer Name _____

Which method of transmission is preferred?

e-mail (address) _____ @ _____

or fax (number) _____

Benefits of Electronic Invoicing

- Receive invoices and statements faster
- Save time opening mail and discarding envelopes
- Eliminate excess paper and trash
- Import invoice data directly to your accounting system
- Match invoices and packing slips faster
- Make payments on secure website – saving you envelopes, checks and postage