

The Grass is turning Green and **RICHARDS IS GOING GREEN**

Richards Building Supply Company understands that in today's business environment, quick convenient access to information is vital to your success. To help you meet this goal, we are now offering paperless invoicing. You can now receive your invoices via email or fax. Here are five great reasons you will want to.



Eliminate excess paper and trash.

Match invoices and packing slips faster.

Accelerate your cash flow by billing sooner.

Import invoices directly into your accounting system.

Less time spent filing and moving storage boxes.

You choose the delivery method from two options, **all at no cost to you!**

EMAIL

Receive one email per day that includes a PDF attachment of all of your invoices or statements from the prior day. You can easily import your invoice data directly into your accounting system, such as Quick Books or Peachtree.

FAX

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

CONTACT US TODAY TO SIGN UP!

Customer Number: _____ **Customer Name:** _____

Please send invoices & statements via: Fax Email

Fax number: _____ **Email Address:** _____

If you have any further questions regarding this program, please email us @ charisa.guzior@richards-supply.com or fax to: 773-586-7781, Attention: Charisa.

