

# P@PERLESS INVOICING

We at Guardsman are always looking for new ways to move towards a more environmentally friendly future. Keeping in-line with this mentality, we are now offering paperless billing to enhance our customer experience and take another step towards a greener Guardsman.

You may already be placing your orders through our website so we would like to offer you the facility to have your invoices delivered to you by email in a PDF format.

By going paperless, you can benefit from the following:

- Invoice delivery time will be reduced significantly. No more delays!
- You will receive your invoices daily to ensure you are kept up to date with every order
- No more missing invoices in the post
- You can save the invoices to your own system and email them to other departments if necessary.

**It's really simple to set up, just print off this form, complete the details and send a scanned version via email to [sales@guardsmanltd.co.uk](mailto:sales@guardsmanltd.co.uk)**

**Company Name:**

**Account Number:**

**Email Address for Invoices:**

**Contact Name**

**Would you like the emailed Invoices as your Originals** Yes  No

**All Invoices on 1 email, or a separate email for each Invoice** All on 1  Separate

**Frequency:** Daily (fixed)

