



Notice to all our customers

As of April 1, 2009, we are no longer mailing monthly account **statements**. At that time, they will only be available via email or fax. Please note; you will receive a statement only if your account has a past due balance.

Also, while we will continue to mail our **invoices** via the USPS, you now have the option to begin receiving invoices by fax or email as well. This option is currently voluntary, so you may keep receiving them by mail if you wish to do so.

We would appreciate if you would complete the information below and return it to us via fax to (865) 558-8265.

If you have any questions, please feel free to call us and we will do what we can to assist you. Thank you for your patience and cooperation as we make some changes in our procedures.

Company Name: _____

Accounts Payable Contact Name: _____

I would like to receive my **statements** via: **(Choose only one)**

Email address or fax number: _____

Please send my **invoices** via: **(Choose only one)** _____ USPS

Email address or fax number: _____