



## **SALES & SUPPLY CO., INC.**

HVAC Sales & Supply offers yet another service to help simplify your life: **e-Invoices and e-Statements**. We understand that you're buried under paperwork. Tickets get lost; they get covered in dirt and oil (or worse) and they still have to be filed. Simply by filling out the application below HVAC will begin immediately to e-mail your invoices and statements. With this service you don't have to wait for the mail and you can choose to file them electronically or print and file hard-copies.

### **How Can e-Documents Help You?**

#### **Fast & Convenient**

As soon as your sales document is prepared, it can be delivered immediately to your desktop through the internet via e-mail or through phone lines via fax machine.

#### **Quicker Billing of End Customer**

By getting your invoice faster and knowing the total cost, you can then in turn bill your customer faster without any hidden surprises.

#### **Free Up Some Space**

Using the e-mail option, you can save valuable space in your office by not having to file away paper copies. They can now be stored electronically on your computer!

#### **Save Valuable Time**

By storing sales documents on your computer, you can save your valuable time in filing and retrieving these documents—time that can be better spent than filing.

#### **Environmentally Friendly**

By using the e-mail option, you can help save on the use of paper, and in the long run, trees.

#### **Order Acknowledgement**

When you place an order with us, whether by phone or in person, an order acknowledgement can be sent immediately to confirm that we entered exactly what you needed.



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e-Documents e-Invoice and e-Statement Application:

Please sign me up for the e-Documents free e-mail service for my invoices and statements.

Company: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Or

I don't have an email address but I would like to use the e-Documents fax service to receive my e-Invoices and e-Statements.

Fax # \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please return the completed application to Natalie Demler.  
Fax: 901-794-9659 – e-mail: [ndemler@hvacmemphis.com](mailto:ndemler@hvacmemphis.com)