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**Attn: Accounts Payable**

In an effort to save resources and reduce costs XL Engineering would like to convert our invoicing and the process for receiving payments to an electronic format whenever possible. Please help us by selecting the preferred method of delivery for all invoices from one of the following options and return the completed form via fax, **616.656.0326**, or email, **accounting@xl-engineering.com**.

**Invoicing** (select one)

- Standard US Mail (current form of delivery)
- Fax number for invoices: \_\_\_\_\_
- Electronic; e-mail address for invoices: \_\_\_\_\_

**Payments**

- Yes, please send me information to set-up ACH payments to XLE.

Account Number: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Name (please print): \_\_\_\_\_

Please contact us with any questions at 616.656.0324. Thank you.