



ATTN: Valued PTS Logistics Customer
FROM: Jennifer Sansone, Accounting Manager
RE: New E-Billing Policy and Procedure
****Your Response Requested****

Dear Valued Customer:

PTS Logistics offers an electronic invoice (including backup documents) in PDF format so you can easily view and file your invoices on your PC, thereby reducing paper consumption. The PDF invoice will get you your invoices sooner, which allows you to bill your customers faster.

“Going Green” is no longer just a slogan for many national and global companies; it’s becoming a strategic imperative. From purchasing energy efficient trucks to providing a sensible and more efficient billing system, Progressive Transportation Services is committed to developing creative cost savings solutions, pushing service up and environmental costs down!

As a result of this effort, PTS Logistics is introducing our paperless billing system. Our sales and operations staff will work closely with you and your organization to assure all of your needs and requirements are being fulfilled. Please take the time to complete the three questions below to help us move forward with this process.

Jennifer Sansone
Accounting Manager

Email or fax the following information to: accounting@progressive-ord.com
630-860-5816

Account Name: _____

Accounts Payable Email Address: _____

Accounts Payable Contact Name: _____

Accounts Payable Phone Number: _____