



CONTACT INFORMATION UPDATE REQUEST

In an effort to most efficiently communicate with our clients, we ask that you take a few moments to complete the following information.

This information will be kept solely to relay important information regarding your account in a timely manner, such as overdue invoices or skipped payments. It will be kept private and confidential.

This form can also be completed online at <http://www.novex.ca/forms-and-documents>

Company Name _____

Novex Account Number _____

Primary Account Information

Contact Name _____

Telephone Number _____

Fax Number _____

Business Hours _____

Accounting

Accounts Payable Contact Name _____

Accounts Payable Telephone Number _____

In order to remain the **greenest** courier in the Lower Mainland, we will be transferring all accounts to email billing effective October 1st, 2011. To avoid any delays in receiving your invoice, please ensure your email address on file is up to date!

Billing Email Address _____

We offer email invoicing on a Daily, Weekly, Semi-Monthly or Monthly basis. If you would like to change your billing frequency, please choose from the options below.

Daily

Weekly

Semi-Monthly

Monthly

Our system is capable of sorting and sub-totalling your invoices by References or Departments.

If your invoices are not currently sorted, would you like more information on how this can save your office time?

Take the hassle out of making your payments by signing up for Preauthorized Payments from your Bank Account or Credit Card. To enroll, please fill out the form on the back of this page.

Should this information change in the future, or if you have any questions, please contact our office at 604-278-1935 or email billing@novex.ca.