



International Contact, Inc.

It is International Contact's standard business practice to require a purchase order to commit and pay for the delivery of products and/or services. Invoices that are submitted to International Contact's Accounts Payable Department without a valid purchase order referenced on the invoice will be returned to the vendor unpaid.

Please insist on obtaining a Purchase Order Number from all International Contact employees when requesting a service from you. International Contact wishes to pay all our vendors promptly, however your adherence to this policy is needed to do so.

Also be sure to include the following information on all of your invoices. A separate invoice must be submitted for each project (purchase order) you work on. Incorrect or incomplete invoices delay payment so please observe these guidelines for proper accounting:

DATE OF INVOICE

INVOICE NUMBER

I.C. PURCHASE ORDER NUMBER (Very Important!)

Name of your Account Manager at International Contact

YOUR NAME

YOUR COMPANY NAME

YOUR ADDRESS

YOUR PHONE/FAX/EMAIL NUMBER

DESCRIPTION OF SPECIFIC WORK YOU PERFORMED (translation, review, input, direction, proofreading, etc. and the component numbers)

YOUR RATES and the **TOTAL AMOUNT DUE**

Be sure to notify your Account Manager if the total due exceeds the purchase order amount. This will avoid unnecessary processing delays. Remember, we cannot pay invoices containing multiple purchase orders. One invoice per purchase order, please!

For quick processing, please submit your invoice within 3 days of completion of the project. Processing of your invoice is dependent on receipt of payment from our clients. Unless there is a dispute on your bill, we pay invoices within 30 days of receipt. If you have any questions, please feel free to call our accounting dept. or speak with your Account Manager at International Contact.

Invoices should be typed on your letterhead and mailed, faxed or emailed* to Accounting.

Thank you very much.

*Electronic invoicing is the preferred method. All invoices billing must be sent to our accounting department at ap@intlcontact.com. Please be aware that any invoices submitted to another email address will NOT be processed. Please make a separate email for your invoice and include as an attachment, no need to copy any other staff person on your bill.