



**Dear Valued Customer:**

**Please take a moment to confirm your remittance information and invoicing requirements.**

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

Attention (Name): \_\_\_\_\_

Remittance Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**ACCTS PAYABLE Email:** \_\_\_\_\_

**If any accessorial charges are incurred, whom do we contact for authorization?**

\_\_\_\_\_

**Please check what type of invoice is preferred:**

- Single Invoice per Move
- Weekly Master Invoice of all Moves
- One Invoice per Work Order or Booking

**Please check invoicing method:** Cushing Transportation Inc. encourages its customers to go green by selecting paperless invoicing!

- Paperless Invoicing sent to Accts Payable Email
- Hard Copy sent via U. S. Mail

**Please list any special identification numbers required on the invoice:**

\_\_\_\_\_

\_\_\_\_\_

**Please check off additional required documents that are to accompany the invoice:**

- Proof of Delivery / Bill Of Lading
- Trailer Interchanges at Rail, Port or Container Yard
- Rate Confirmation
- Work Order
- Proof of Accessorial Charges (Toll Receipts, Scale Tickets, Lumper Receipts etc.)

**Cushing's Representative** \_\_\_\_\_