



Nederland Training Center
324 Highway 69
Nederland, TX 77627
(409) 724-2565

www.istc.net

Baytown Training Center
8200 North Main
Baytown, TX 77521
(281) 421-0459

www.bestcomplex.com

Best Complex
600 Marina Street
Beaumont, TX 77703
(409) 833-2378

May 27, 2010

Dear Clients;

In July 2010, ISTC will launch a new electronic billing system designed to eliminate paper invoicing. This will help to reduce delays in receiving invoices and allow you to expedite your payables process.

Effective July 1, 2010, all invoices will be posted to our secure web tool which will allow you to view, print and pay invoices online. Invoices will be posted daily for your convenience. It is your responsibility to check your invoice status regularly so that your account remains current. This new process will be mandatory as we feel it is an efficient, effective process for our business model.

Your early participation in this new process is critical to its success and your continued current account status. To ensure that we have the proper information, we are requesting that the attached questionnaire be completed and returned to our accounting department by June 15, 2010. Failure to provide the necessary information may result in your company's account status being affected.

If you have any questions, please feel free to contact a member of our accounting department at 409-724-2565 or email accounting@istc.net

Sincerely,

A handwritten signature in blue ink that reads 'Patty Collins'. The signature is written in a cursive, flowing style.

Patty Collins, PHR
Vice President Operations - Nederland

**ELECTRONIC BILLING
QUESTIONNAIRE**

COMPANY NAME: _____

CLIENT ID#

BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____

FAX #:

EMAIL ADDRESS: _____

(We recommend a generic email address be used as this will be the only communication you receive notifying you that an invoice(s) are ready for viewing/printing/paying from our web tool. It will be your responsibility to update us on any email address changes.)

ACCOUNTS PAYABLE CONTACT PERSON: _____

A/P TELEPHONE # _____

FAX#: _____

PLEASE RETURN VIA EMAIL (accounting@istc.net) or VIA FAX (409) 721-6580.

ISTC Office Use Only:	
Date received: _____	Date verified: _____
By: _____	

Please fill out form and click submit in the top right corner.
If you are unable to submit using the form please save the document
and email it manually to accounting@istc.net