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Nederland, TX 77627
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Fax (281) 422-3008

600 Marina Drive
Beaumont, TX 77703
Phone (409) 833-2378
Fax (409-833-2376



Dear Clients;

In July 2010, ISTC launched a new electronic billing system designed to eliminate paper invoicing. This process is mandatory as we feel it is an efficient, effective process for our business model. This will help to reduce delays in receiving invoices and allow you to expedite your payables process.

All invoices are posted to our secure web tool which will allow you to view, print and pay invoices online. Invoices are posted daily for your convenience. Once an invoice is posted the email address provided will receive a notification stating there is an invoice available on our web tool. It is your responsibility to check your invoice status regularly so that your account remains current.

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,

Patty Collins

Patty Collins, PHR, CAE
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