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INVOICE PACKAGE AND DELIVERY OPTIONS

IF YOU'RE LOOKING TO invoice at the **Customer ID** level, this package is for you.

YOU LIKELY HAVE:

- ✓ A single Customer ID *without Divisions or Departments*
- ✓ One address for the invoice
- OR**
- ✓ Multiple Customer IDs *without Divisions or Departments*
- ✓ Invoicing by Customer ID

If you require a single invoice per Customer ID to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION

- Single Customer ID, single invoice number, single physical delivery address (option for email delivery to multiple contacts), not division/department enabled.

INVOICE GATEWAY

- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards

OPTIONAL REPORT

- Detailed Transaction Report (fee may apply)

PACKAGE DELIVERY OPTIONS

- Print/Mail Delivery (PRT)
- PDF/Email (EML)
- Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS

(Invoice Gateway)

- Data export capabilities can be restricted by user.
- Ability to make or view payments can be restricted by user.
- Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.

INVOICE DATA FILE OPTIONS

- Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
- Custom Invoice Data Download – electronic invoice data file customized to meet a customer's formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
- Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer's choice of Web portal (fees apply)

> **CLICK HERE** to view a sample invoice and report.

