



# BOURQUE

Sales & Service, Inc.

*PO Box 51141 • Lafayette, Louisiana 70505*

*Phone: 337-232-6622 • Fax: 337-232-6982*

Bourque Sales & Service is pleased to announce our new green initiative. BSS e-billing is now available to our valued customers!

Enrollment in our paperless invoice program is easy. Simply complete the form below and return by email to [michelle@bourquesales.com](mailto:michelle@bourquesales.com), by fax to 337-232-6982, or by mail to PO Box 51141, Lafayette, LA 70505. If you wish to continue receiving your familiar paper bill delivered via the U.S. mail, you do not need to contact us. Enrollment in this new program is voluntary and free—there are no fees or service charges to pay.

Participants will receive invoices to their preferred e-mail in Portable Document Format. PDF can be viewed with free Acrobat® Reader® software (available at <http://get.adobe.com/reader/>).

We also would like to remind you that payments can be made by check, electronic funds transfer or credit card for your convenience. Thank you for your continued business. If you have any questions about the e-billing program, do not hesitate to give us a call at 337-232-6622.

Best Regards,

The BSS Team

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## PAPERLESS INVOICE ENROLLMENT

**Yes, I would like to enroll in BSS's e-billing program.**

Please list the company name and associated billing address:

\_\_\_\_\_  
\_\_\_\_\_

A/P Contact Name & Number: \_\_\_\_\_

Preferred E-billing E-mail: \_\_\_\_\_

Secondary E-billing E-mail: \_\_\_\_\_

**I would prefer to have my invoices faxed instead of mailed or emailed.**

Fax Number: \_\_\_\_\_

Attention: \_\_\_\_\_