

CUSTOMER REQUEST FOR ELECTRONIC RECEIPT OF INVOICES

Please return this completed document to XeroxInvEnrollments@xerox.com

Business Information

Contact Name (First & Last Name)

Title / Position

Department

Business Name

Billing Address (on the Xerox account record)

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City, ST

Zip Code

Individual Invoice Customers – If you receive independent invoices for each serial number, please provide individual detail customer numbers here. Do not complete this section if you are a summary customer.

Please provide at least one 9-digit serial number(s) for authentication purposes here:

Summary Invoice Customers – If you receive a consolidated summary invoice followed by supporting detail invoices, please provide summary customer number(s) found on page 1 of your summary invoice here:

Primary Receiving Email Address

Secondary Receiving Email Address (*if applicable*)

If you require more than 2 recipients, please consider creating your own company distribution list so that you can best manage recipient changes.

*****Program Guidelines*****

- Enablements are done at the customer number level
- Invoice documents will be sent as pdf with one invoice per email
- Paper invoices will no longer be distributed as part of this request.
- The effective date for your first email invoice will be the next billing month after acceptance.
- Your invoices will generate on the same scheduled date, but you will receive them many days sooner.

The request email address is XeroxInvEnrollments@xerox.com

- This mailbox is manned for new requests and email address changes only.
- For billing inquiries, please email usa.customercare@xerox.com or call 1-888-339-7887.
- To update Special Reference information to appear on future invoices, please email usa.customercare@xerox.com.
- To update your PO for future invoices, please email new PO and serial number(s) to MajorAccountPO@xerox.com.

By returning this form you acknowledge the above and agree to the Program Guidelines.
Thank you for doing business with Xerox.