

**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 (victoria@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 victoria@istc.net