

Paper invoice request form

In our efforts to reduce the effects of our business on the environment it is our policy to send electronic invoices to clients.

If you wish to receive your invoices through mail you need to fill out the below form.

Please note if you change address it is your responsibility to update our accounts team with your new address.

Company Details

Company Name

Account Number- **Transport**

If applicable

Account Number- **Couriers**

If applicable

Account Number- **Bulk**

If applicable

Address for invoices

Unit/ level no, Street number & Name

Suburb, town

I authorise The PBT Group (namely PBT Transport Ltd, PBT Couriers Ltd & PBT Bulk Ltd) to send our invoices to the above address.

Name:

Company:

Signature:

Date:

dd/mm/yyyy

Please send this form to one of the below addresses, your request will be actioned within 48 hours from receipt of this form.

Mail

PO Box 12 732
Penrose, Auckland
Attn: PBT Accounts

Email

Accounts@pbt.co.nz
Subject: Paper Invoice Request

Fax

09 250 0803
Attn: PBT Accounts

Did you know you can access your invoices online at www.pbt.co.nz?

1. visit www.pbt.co.nz and select the Invoices and Statements icon in the applications pannel on the right hand side of the home page.

2. Enter your PBT login and password, you will be taken to the viewing panel for your invoices.

* Login details are automatically supplied when you open an account with PBT, if you are unsure of your login details email web@pbt.co.nz with your company name and account number.