

APPLICATION FOR DIGITAL STOREFRONT SETUP

COMPANY BUSINESS OFFICE INFORMATION

College/Agency: _____

Center/Division/Department: _____

Billing Contact: _____

Address: _____

Mail Stop: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Invoicing Type:

Email (standard) Hard Copy (check box if hard copy is needed)

*Details to be included on a monthly invoice will be:

Job description = Print type and job name provided by orderer

Digital Storefront Cart Number = Reference number for order

Quantity Ordered = Amount of pieces ordered by customer

Amount = Dollar amount of line item from order

Receivables Invoice Payment Options:

1. Direct Deposit – EFT / HCH. Agencies may check with their AP departments for TEEX Bank Account. Most Agencies already have TEEX bank account info setup for payment. If not contact TEEX DPS or FS to get bank information. TEEX Vendor ID 37167167164025.

2. Check

3. Credit Card – Fax to TEEX FS at (979) 458-6910. On copy of Invoice write in: 1. Credit Card number 2. Name on Card 3. Expiration Date 4. Note to Email receipt and include email address to send the receipt.

4. TEEX doesn't utilize AggieBuy.

*Invoices will be generated on a monthly basis. All jobs for that month period will appear on that month's invoice. All accounts are set for net 30 days. If you have any questions about invoices please contact Silvia Revilla at 979.862.3600 or silvia.revilla@teex.tamu.edu.