

NEW JERSEY DOOR WORKS, LLC

Serving *COMMERCIAL* and *INDUSTRIAL* locations for over 25 years!



689 RAMSEY AVENUE HILLSIDE, NEW JERSEY 07205

(908) 624-1234 FAX (908) 686-8845

Dear Accounts Payable,

In an effort to provide more efficient service to our customers, we will begin e-mailing all invoices effective November 14, 2016. Please update your accounts payable e-mail to receive your invoices in a timely manner. If you already receive your invoices via e-mail, no further action is required.

To update your accounts payable e-mail address, please contact accounts receivable at ar@njdoorworks.com with the following information:

Company Name: _____

Accounts Payable Contact: _____

Phone: _____ E-Mail: _____

Purchase Order required for payment: Yes___ No___

Once received, we will send an e-mail to confirm the information.

If you prefer to continue receiving your invoices by **mail**, please return this form via e-mail to ar@njdoorworks.com, by fax or mail.

___ Please continue to send our invoices by mail.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Accounting Contact Name: _____

Phone: _____