

Authority to Email Invoices and Statements

To enable us to email invoices and statements, please provide your email address(es) and preferred format to receive them (PDF or CSV/Excel - or both). You can also choose to receive invoices and statements by post and email.

invoices & statements



Where possible, please supply generic email addresses (eg. accounts@abc.co.nz) that are permanently active (ie. they won't become inactive if someone leaves your business).

Then simply sign the authority below and faxback to us on 09-2500 803. Thank you.

Please note, should you wish to receive invoices and statements by mail only, please do nothing. This service will only change upon advice from you by completion and faxing of this form.

Company name: _____

Account No(s): _____

Please select **one, two or all three** of the following options by ticking the appropriate boxes and providing your email address(es):

Please email invoices and statements in **PDF** format using the following email address:

Email address: _____

Please email invoices and statements in **CSV (Excel)** format using the following email address:

Email address: _____

Please also send **invoices and statements by post**, as well as email indicated above

I authorise The PBT Group (namely PBT Transport Limited, PBT Couriers Limited and PBT Bulk Limited) to email invoices and statements to our business for the abovementioned accounts.

Name: _____ Position: _____

Signature: _____ Date: _____

Invoice-statements are also available online for PBT Couriers accounts.

www.pbt.co.nz

Simply enter the website and click on the 'invoices & statements' icon (shown above) at the bottom of your screen.

For security, you will need your e-services login and password (Administrator access only). These will be automatically supplied when your account is open and are available by emailing web@pbt.co.nz with your Company name and account number. For convenience, when you visit us online we will automatically present the email address(es) that you provide on the faxback form enclosed.

Privacy Statement

The PBT Group is committed to protecting the privacy of our clients and acts in accordance with the New Zealand Privacy Act 1993. Any details you supply to us will be safely stored in The PBT Group database. We will not sell, transfer, assign or rent your customer information to any third party other than contracted vendors and business partners, without your permission unless required by law.

FAXBACK RESPONSE : 09-2500 803