

# THE BACK OFFICE

1211 N. Laurent  
Victoria, TX 77901  
361-579-9058  
361-575-6683 Fax

## BILLING INFORMATION SHEET

Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attn: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: \_\_\_\_\_ Email \_\_\_\_\_

A/P Email\* \_\_\_\_\_ Phone \_\_\_\_\_

Hours of Operation \_\_\_\_\_

\*Please provide an e-mail for Accounts Payable Department. We currently use e-billing for monthly invoicing.