



Enhanced AR Account Services

Kellogg Supply Company offers the following optional enhanced services to our accounts receivable (A/R) customers upon request:

1. Choose to have invoices emailed to your home or office within minutes of each new transaction.
2. Have monthly Statements e-mailed to your home or office immediately upon monthly account closing.
3. Obtain 24/7 Internet access to your account information with re-printable invoice and statement detail via our iNET online software application. Easily view current account balances and payment history.
4. Order 24/7 select Lumber – Building Materials and Maintenance Program items online via our iNet eCommerce application.

These enhancements improve our ability to maintain our A/R, while offering our customers significant improvements with regards to invoice accuracy as well as prompt invoice and statement delivery. Thus, allowing our customers more time to review and organize their monthly billing.

To request any of these optional services, please complete the form below and return via fax to 252-473-5870 or email to: billingdept@kelloggsupplyco.com

Thank you,

Kellogg Supply Company, Inc.

Enhanced AR Account Services Request form

Account Name: _____ Account Number: _____

Account Email: _____ Note: Services require a valid email address.

Choose from the following optional services:

Emailed Invoices – (Receive image of all my invoices via email at the time of sale for every transaction)

Emailed Statements – (Receive monthly Statements via email at the close of the billing period)

Email address invoices and/or statements to be sent: _____
(if different from above email)

- **iNet Online Access Account** - (Signup for internet access to account information)
(Note: An email will be sent that includes your User ID & Password with a link to access the account)

Accounts Receivable Information access, e.g., balances, documents, statements (includes eCommerce)

Additional Users for Online eCommerce item ordering and basic account information

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Authorization Signature: _____ Date: _____
(Must be an authorized signatory for above AR account)

AR New Jobs Request form

If you want to track expenses for a particular job or activity, you can setup job numbers on your AR account. You may use the following form to request specific jobs to be setup.

Note: When ordering online via our iNet eCommerce application, choosing specific jobs may be useful for specifying the delivery address of items being locally shipped.

(1) _____
Job Name

Street Address / City / State / ZIP

(2) _____
Job Name

Street Address / City / State / ZIP

(3) _____
Job Name

Street Address / City / State / ZIP

(4) _____
Job Name

Street Address / City / State / ZIP

(5) _____
Job Name

Street Address / City / State / ZIP

(6) _____
Job Name

Street Address / City / State / ZIP

Authorization Signature: _____ Date: _____
(Must be an authorized signatory for above AR account)