



BUILDING MATERIALS • HOME CENTER

MANTEO • KILL DEVIL HILLS • DUCK  
473-2167 441-4324 261-8121

Kellogg Supply Company has implemented new accounts receivable software. This change will improve the way in which we are able to serve our accounts receivable (A/R) customers. The following enhancements are now available:

1. Your choice of e-mail or fax copies of invoices sent directly to your home or office within minutes of each transaction.
2. Statements e-mailed to your home or office immediately upon monthly account closing.
3. 24/7 Internet access to your account information with reprintable invoice and statement detail.

The new software will greatly 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. This will allow our customers more time to review and organize their monthly billing.

Please mark your choice of invoice and statement delivery method. Include either an e-mail address or a fax number on the bottom portion of this letter. Your Kellogg Supply account number will be assigned as the User ID, you will need to provide us with a Password of your choice. If you would like to sign up for this enhanced service, please complete the form below and fax it to 252-473-5870.

Thank you,

Kellogg Supply Company, Inc.  
The Cottage Shop

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**Account Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**User ID/KSC Account#:** \_\_\_\_\_ **Password:** \_\_\_\_\_  
5 Digit Number on your Statement Upper Case – Alpha or Numeric (10 max.)

**At the time of sale for every transaction, I would like to receive:**

Check one:  E-mail Image of Invoice --  Fax Image of Invoice --  Neither

**At the close of the billing period, I would like to receive:**

Statement E-mailed to this address: \_\_\_\_\_

Or Statement Faxed to this number: \_\_\_\_\_

Include Area Code