



Re: Invoicing and Payments

Dear Valued Suppliers,

Marvan Transport (1994) Ltd. is able to pay invoices electronically. This system will stream line invoicing and payments to ensure that timely payments of your invoices are ensured. To participate in our electronic invoice payments system we will require one of the following two options from you our supplier:

1. A VOID pre-printed company cheque.
- OR**
2. A written request on company letterhead detailing banking information as indicated below:
 - a. Full company name
 - b. Name and address of bank
 - c. Bank account number
 - d. Bank transit number (5 digits)
 - e. Bank code (3 digits)

Method of Notification for EFT payment:

Please indicate whether you would prefer to receive your notifications through email or fax.

Please also provide Company Contact information such as:

1. Contact name for Accounts Receivable
2. Company address
3. Phone number and extension
4. Fax number
5. Email of contact

Please email all of your information to erinw@marvantransport.com or fax to 403-346-9488 Attention Erin

If you are interested in submitting your invoices electronically you are also welcome to do so as this will save paper and the wait times associated with the regular mail system. To send your invoices electronically, please email them to erinw@marvantransport.com. Your invoices will then be submitted for approval and paid in a timely manner.

Should you have any questions or concerns regarding the new electronic system please do not hesitate to contact me.

Yours truly,

Erin Williamson
Marvan Transport (1994) Ltd.
#123, 39015 Highway 2A
Red Deer County, Alberta
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