



Midvale Location & Corporate HQ

631 W Commerce Park Dr
Midvale, UT 84047
Phone (801) 561-8300
Fax (801) 561-8383
Toll Free (800) 999-5778

Logan Location

642 N 1000 W Unit #104
Logan, UT 84321
Phone (435) 774-1200
Fax (435) 774-1210
Toll Free (866) 774-1201

Ogden Location

1410 Gibson Avenue
Ogden, UT 84404
Phone (801) 621-6426
Fax (801) 621-0456
Toll Free (800) 234-3857

Orem Location

1021 N 1430 W
Orem, UT 84057
Phone (801) 225-7742
Fax (801) 225-7946
Toll Free (800) 333-3962

E-DOCUMENTS SIGN-UP / CHANGE FORM

(Revised 3/17/09)

What Are E-Documents & How Can They Help You?

E-Documents is a free service in which Allred's can send your sales documents, i.e., invoices, statements, quotes, etc., electronically via fax or e-mail. For any document, you can choose to who and how it should be sent. It's totally up to you! Before completing the form below, take a moment and familiarize yourself with the many benefits of this FREE and helpful service from Allred's Inc.

★ Fast & Convenient

As soon as your sales document is prepared, it can be delivered with lightning fast speed through the internet via e-mail or through phone lines via fax machine.

★ Quicker Billing Of End Customer

By getting your invoice faster and knowing the total cost, you can then in turn bill your customer faster without any hidden surprises.

★ Discount Advantages

With invoice or statements received more quickly, it allows you to better take advantage of discounts available due to terms dating.

★ Free Up Some Space

Using the e-mail option, you can save valuable space in your office by not having to file away paper copies. They can now be stored electronically on your computer!

★ Save Valuable Time

By storing sales documents on your computer, you can save your valuable time in filing and retrieving these documents—time that can be better spent making money.

★ Environmentally Friendly

By using the e-mail option, you can help save on the use of paper, and in the long run, trees.

★ Order Acknowledgement

When you place an order with Allred's, whether by phone, internet or in person, an order acknowledgement can be sent immediately to confirm that we entered exactly what it is you needed.

INSTRUCTIONS FOR COMPLETING THIS FORM: Allred's E-Documents service can provide customers with the following documents via fax or e-mail: **Invoices, Statements, Order Acknowledgements** and **Quotes**. First, fill in your company information, then indicate how you would like each document to be handled by Allred's Inc. If your fax number or e-mail address is the same for each document, simply use quotation marks ("") to indicate that it is the same. After completing this form, please return it to a member of our **accounts receivable department**. For questions, contact them at (801) 561-8300.

COMPANY NAME		ACCOUNT NUMBER	
YOUR PERSONAL NAME		PHONE NUMBER	
CITY	STATE	ZIP	

CHECK Invoices Faxed	
Fax Number(s)	
CHECK Statements Faxed	
Fax Number(s)	
CHECK Order Acknowledgement Faxed	
Fax Number(s)	
CHECK Quotes Faxed	
Fax Number(s)	

AND/OR	CHECK Invoices E-mailed	
	E-Mail Address(s)	
AND/OR	CHECK Statements E-mailed	
	E-Mail Address(s)	
AND/OR	CHECK Order Acknowledgement E-mailed	
	E-Mail Address(s)	
AND/OR	CHECK Quotes E-mailed	
	E-Mail Address(s)	

AUTHORIZED SIGNATURE	DATE
----------------------	------