

TOP FLIGHT TRANSPORTATION

EARLY PAY FORM

PHONE (503) 419-2712

FAX (503) 419-2730

- Cost: 3% of invoice total, plus next day air charges if requested.
- Top Flight will pay your invoice within 7 – 10 business days of receipt of your request. **PROVIDED ALL DOCUMENTS ARE SUBMITTED AS REQUIRED.**
- FAXES, COPIES, CARBON COPIES NOT ACCEPTED - Original, non-exception delivery documents, signed by consignee and driver, and/or as detailed on the Top Flight Dispatch Confirmation must accompany all invoices. Only documents with original consignee signatures will be considered for payment.
- All requests received AFTER 10:00AM will be treated as being received the following day.
- Filling out one form or writing "ALL" in the invoice field of the form WILL NOT SET UP FUTURE INVOICES TO BE EARLY PAID – a new, completed form is required for each invoice.

MAILING ADDRESS:
TOP FLIGHT TRANSPORTATION, INC
P O BOX 25090
PORTLAND OR 97298

PHYSICAL ADDRESS:
TOP FLIGHT TRANSPORTATION, INC
10700 SW BEAVERTON HILLSDALE #360
BEAVERTON OR 97005

Please use the PHYSICAL ADDRESS for sending invoices via Express Mail, including USPS, FedEx, etc.

I, _____, as an authorized representative of _____,
(Your Name) (Your Company Name)
Request that our Invoice(s) # _____, Top Flight Pro(s) # _____,
(List Invoice Numbers) (List Pro #s)
be EARLY PAID as detailed.

Please send payment as checked below:

_____ Regular Postal Mail
_____ Overnight Express Air (extra charge of \$35.00) **
_____ 2nd Day Express Air (extra charge \$25.00) **
_____ Saturday Air Delivery (extra charge \$45.00) **
_____ Please use my FEDEX account# _____

I understand that there is a surcharge fee of 3% of the freight Invoice for this service as described above, and there may be additional charges for shipping.

Authorized Signature

Date