



Electronic Receipt (eReceipt) Request

An electronic receipt (eReceipt) feature is available. This feature allows you to receive an email with delivery of receipt information including the signature of the receiving individual.

If this is a feature you would like, please complete the following information and return to your records center.

Date: _____

Client Number: _____

(If known, if not, Records Center will complete)

Company: _____

Department: _____

Name: _____

Please provide your email address (required):

Email address: _____

All receipts will be sent in HTML format. If you'd prefer text, please check this box.