



Accounts Receivable  
167 Berks Products Dr  
Leesport, PA 19533

Tel 610-374-5135  
Fax 484-248-0118

Email: [lori.english@berksproducts.com](mailto:lori.english@berksproducts.com)

## Electronic Invoice and Statement Agreement

You (the company) can request to receive daily invoices and/or monthly statements electronically rather than by mail by agreeing to the terms and conditions of this agreement.

**The following invoices will be sent daily:**

- Building Materials

**The following statements will be sent monthly:**

- Building Materials
- Ready Mix
- Stone

Ready Mix, Stone and Fuel invoices not currently available in electronic format.

### TERMS AND CONDITIONS

1. The company understands that electronically mailed invoices and/or statements, in PDF format, will be considered original documents, and as such, no paper invoices or statements will be mailed to the company.
2. The company understands and acknowledges that Berks Products has taken no measures to encrypt or otherwise secure the data being requested via the World Wide Web. The company therefore agrees to hold harmless and indemnify Berks Products for: any claim, loss, expense, liability or damage that may arise from electronic delivery; and, any data delayed, lost or intercepted by, or otherwise coming into the possession of any unintended third party, unless claim, loss, expense or damage is caused solely by Berks Products' gross negligence or willful misconduct.
3. The company understands that Berks Products must be given at least seven (7) days written notice to change the delivery option of invoices and/or statements.

**TO PARTICIPATE, CHOOSE FROM THE OPTIONS, COMPLETE THIS FORM AND MAIL, EMAIL OR FAX THE SIGNED ORIGINAL TO BERKS PRODUCTS.**

- SELECT ONE OPTION:**  Separate email for each invoice/statement  
 One email daily with all invoices/one email monthly with statements

### AUTHORIZATION

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

### EMAIL RECIPIENT INFORMATION

Contact Name \_\_\_\_\_

Email address electronic files should be mailed to:

\_\_\_\_\_

Phone \_\_\_\_\_