

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# _____

Please make payment via ACH agreement on file. (We will not pay your invoice via ACH unless you check this box and have an agreement on file.)

Please send me ACH setup paperwork for future payments.

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