

# TOP FLIGHT TRANSPORTATION

PHONE (503)419-2712

## QUICK PAY FORM

FAX (503)419-2730

- **Cost: 5% of invoice total, plus next day air charges if requested.**
- **Top Flight will pay your invoice within 2 business days of receipt of your request. **PROVIDED ALL DOCUMENTS ARE SUBMITTED AS REQUIRED.****
- **ONLY DOCUMENTS WITH ORIGINAL CONSIGNEE SIGNATURES WILL BE CONSIDERED FOR PAYMENT – FAXED AND EMAILED DOCUMENTS ARE NOT ACCEPTABLE. Original, non-exception delivery documents, signed by consignee and driver, and/or as detailed on the Top Flight Dispatch Confirmation must accompany all invoices.**
- **All requests received AFTER 10:00AM will be treated as being received the following day.**
- **A NEW completed form is required for EACH PAYMENT. No Exception.**

**MAILING ADDRESS:**

TOP FLIGHT TRANSPORTATION, INC  
P O BOX 747  
BEAVERTON OR 97005

**PHYSICAL ADDRESS:**

TOP FLIGHT TRANSPORTATION, INC  
9725 SW BEAVERTON HILLSDALE #370  
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 QUICK PAID as detailed.

Please send payment  
as checked:

- \_\_\_\_\_ Regular Postal Mail
- \_\_\_\_\_ Overnight Express Air (extra charge of \$35.00) \*\*
- \_\_\_\_\_ 2<sup>nd</sup> 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 5% of the freight Invoice for this service as described above, and there may be additional charges for shipping.**

\_\_\_\_\_  
**Authorized Signature**

(Last printed 7/13/18)

\_\_\_\_\_  
**Date**

\*\* Rates may change without notice