

# TOP FLIGHT TRANSPORTATION QUICK PAY REQUEST

PHONE (503)419-2712

FAX (503)419-2730

- **Cost: 3% of invoice total, plus next day air charges if requested.**
- **Invoice will be paid within 2 business days of receipt of your request. PROVIDED ALL DOCUMENTS ARE SUBMITTED AS REQUIRED.**
- **FAXES, COPIES, CARBON COPIES ARE ACCEPTED ONLY IF THEY ARE GOOD, CLEAN, AND COMPLETELY LEGIBLE.**
- **All requests received AFTER 10:00AM will be treated as being received the following day.**
- **A new, completed form is required for each occurrence.**
- **Requires TF Management authorization.**

**MAILING ADDRESS:**

TOP FLIGHT TRANSPORTATION, INC  
P O BOX 747  
BEAVERTON OR 97075

**PHYSICAL ADDRESS: (For express mail)**

TOP FLIGHT TRANSPORTATION, INC  
9725 SW BEAVERTON HILLSDALE #370  
BEAVERTON OR 97005

\_\_\_\_\_  
(Your Name)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(List Invoice #s)

\_\_\_\_\_  
(List Top Flight Pro #s)

**Please send payment as checked below:**

Regular Postal Mail

Express Delivery\*\* – check preference below:

Overnight Express Air (extra charge of \$40.00)

2<sup>nd</sup> Day Express Air (extra charge \$30.00)

Saturday Air Delivery (extra charge \$50.00)

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*

(Last printed 11/15/21)

\* Rates may change without notice