



Mailing address: PO Box 477 • 3500 Old Airport Rd • Wooster, OH 44691
Physical address: 1700 Old Mansfield Road Suite F • Wooster, OH 44691
Toll Free 877-398-7722 • 330-264-0522 • 330-437-2842 Fax
www.ilsdelivers.com

Re: Vendor Terms

To Whom It May Concern:

Integrated Logistics Services, Inc. (ILS) would like to give you the opportunity to select one of the three payment terms we are providing to our carriers. The invoices will be paid according to the terms selected and calculated from the date we receive all the necessary paperwork to process the invoice.

- 2% - 7 (We pay "direct deposit" within 7 days, taking a 2% discount)
- 1% - 15 (We pay "direct deposit" within 15 days, taking a 1% discount)
- Net 30 (We pay "direct deposit" in 30 days)

Please select one of the three terms provided. If we do not receive your selection, terms will be established at net 30 days.

To take advantage of this program, simply complete the Direct Deposit Request Form and send to:

Integrated Logistics Services, Inc.
Attn: Accounts Payable
PO Box 477
Wooster OH 44691

or Fax 330-264-7974
or Email: ap@ilsdelivers.com

Sincerely,

Accounts Payable



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All invoices should be submitted as follows:

Via Email: ap@ilsdelivers.com
Via Fax: (330) 264-7974
Via US Mail: P.O. Box 477
Wooster, OH 44691

DIRECT DEPOSIT REQUEST FORM

Please fax the completed request form and the supporting documentation to (330) 264-7974 or email to ap@ilsdelivers.com. If you have any questions, please contact Accounts Payable at (330)264-7400 ext. 1940.

MUST INCLUDE A COPY OF THE COMPANY'S VOIDED CHECK

- Vendor Name _____
- Bank Name (in full) _____
- Bank Address _____
- Bank Routing (ABA) Number _____
- Account Number _____
- Account Type Checking_____Savings_____
- Terms (Check one) – 2%-7_____ 1%-15_____ Net30_____
- Contact Name _____
- E-mail Address* _____
- Phone Number _____
- Fax Number* _____
- Signature (required) _____

*In order to provide a detailed remittance for the amount of the Direct Deposit, we must have either the **E-mail address** or the **fax number**.