



## **"K" Line America Invoicing for Export Cargo**

Dear valued customer,

"K" Line America Inc., in response to your requests, will begin sending a separate invoice for each bill of lading effective May 23<sup>rd</sup>, 2011.

- Invoices will be sent with proof copies for non-credit customers so that payment can be made prior to the release of the final bills of lading.
- Credit customers will receive the invoice with the release of original or express bills of lading (waybills) either by fax, email\* or internet\*.
- Email and Internet release customers will receive two separate .PDF files. One will be sent for the bills of lading and one will be sent for the invoice. To avoid potential confusion we recommend that all invoices be printed on plain white paper vs. original bill of lading paper.
- We will have the ability to send the invoice to a 3<sup>rd</sup> party once the contact information is confirmed.

If your organization does **not** wish to receive invoices or if you would like invoices to be sent to a third party, please complete the information below and send your reply to [ExportDocSupervisors@us.kline.com](mailto:ExportDocSupervisors@us.kline.com) or to our documentation fax 1-800-670-2330.

**Company Name:**

**Address:**

**City / State / Zip**

**Contact Name:**

**Phone:**

**Fax:**

**Email:**

**A previous bill of lading number if possible:**

**Send proof to:**

**Send final release to:**

**Send Invoice to:**

**Third party contact info:**

\*Credit and a signed contract required.

**Thank you for your support!**