



## Funeral Chapel Information Request Form

**\*\*Please print or type information\*\***

Funeral Chapel Name:	
Address:	
Funeral Chapel Phone #:	Funeral Chapel Fax #:
Primary Contact:	Phone #:
Secondary Contact:	Phone #:
Accounts Payable Contact:	Phone #:

### BILLING PREFERENCE: (Please check your preference)

<b>Upon Services Rendered</b> – Payment due in-full at the time of the service:	<input type="checkbox"/>
<b>Monthly</b> – Billed on the 1 <sup>st</sup> of each month for all invoices during the previous Month:	<input type="checkbox"/>
<b>Payment Options:</b>	*Credit Card: <input type="checkbox"/> Check: <input type="checkbox"/> Money Order: <input type="checkbox"/> Cash: <input type="checkbox"/>

### STATEMENTS AND INVOICE DELIVERY PREFERENCE: (Please check your preference)

<b>Monthly Itemized Statement:</b> All funeral homes will receive a monthly statement that includes all account activity; including invoices with totals, payments made, and account balances.	
<b>Individual Invoices:</b> Funeral home would also like to receive individual invoices for each service.	<input type="checkbox"/> YES <input type="checkbox"/> NO
**Itemized Statements and Invoices delivered by. (Choose only one option please)	<input type="checkbox"/> MAIL <input type="checkbox"/> FAX** <input type="checkbox"/> EMAIL**
Accounts Payable FAX number if receiving invoices by FAX:	
Accounts Payable EMAIL address if receiving invoices by EMAIL:	

- \*Contact Valley Motor Escort for credit card payment option
- \*\*Emailed or Faxed Invoices will be email or faxed the evening after each service. Emailed account Itemized statements and invoices will come to your email as an easy to read, or print, Adobe Acrobat PDF file.
- Mailed monthly account Itemized Statements and Invoices will be mailed monthly on the 1<sup>st</sup> day of each month.
- Payment for all invoices will be due by the 28<sup>th</sup> of the following month.

This information will not be given to anyone. It will be used only for VME records.