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## **NOTICE OF INVOICE SUBMISSION CHANGES**

Dear Valued Vendor,

We are pleased to announce that we are moving to a paperless billing solution. To ensure timely payment of your invoices please email all invoices in **PDF** format to [accounts.payable@ontic.com](mailto:accounts.payable@ontic.com) **please only 1 invoice per PDF**. Please note the invoice number in the subject line of your email whenever possible.

If you have any questions or concerns, please feel free to contact me directly.

Kind regards,  
Kathie Cerda  
Ontic Accounts Payable  
818-725-2340  
[accounts.payable@ontic.com](mailto:accounts.payable@ontic.com)

**\*We would like to set you up to receive your payments via ACH!** Please email your **banking details on company letterhead**. Please include the email address for remittance notification. Funds are typically available within 24 hours, and there is no cost to you. You will receive an email notification once payment has processed. This is a fast and efficient way to receive your payments. \*Please note funds that are returned and/or rejected due to invalid account information will be subject to a \$50 fee.