

United Parcel Service

\_\_\_\_\_  
UPS Sales Representative  
Subject: Data File Invoicing Request

Dear \_\_\_\_\_:

We are requesting UPS to begin billing us via data file invoicing.  
Please e-mail our weekly data file invoice for the following UPS  
account numbers

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_ Both domestic and international to the following  
e-mail address \_\_\_\_\_ effective  
immediately.

If you have any questions, please advise.

Company \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date