

ACCOUNTS PAYABLE DEPARTMENT

We recently received the attached document. Please note that the document is missing the following important information:

- ☐ **Original invoice number** _____
- ☐ **D.M.R. number** _____
- ☐ **Purchase Order number** _____
- ☐ **Part number** _____
- ☐ **Other** _____

Please send corrected information to our Accounts Payable office via FAX at _____, or call us at _____.

Thank you