

Memo



To: Vendor of Access Midstream
From: Access Midstream Imaging Department
Re: Preferred Invoice Formatting

Access Midstream's imaging department scans a large volume of invoices each month. With efficiency in mind, we have compiled a list of recommendations aimed at making your invoice as clean as possible. Invoices compliant with the suggestions below will experience faster processing and eliminate one factor that could delay payment.

Invoice Format Guidelines:

- Invoices should be printed on 8 ½ in 11in (letter sized) white paper with black font.
- Colored paper or font is strongly discouraged.
- Use one, standard sized, staple per invoice to hold all documents together.
- Avoid overly thick or thin paper stock. Standard weight paper is best.
- Elaborate logos or watermarks will likely not be picked up by our scanners. Please do not rely on these items to convey valuable information such as company name or remittance address.
- Minimize the number of times an invoice is folded.
- Original invoice copies are preferred. Copies or fax copies can be used but are often more difficult to read.
- Do not use highlighter on your invoices. Highlighter markings scan very dark and make the text unreadable
- Do not attach post it or other removable notes. They will be removed prior to scanning.
- Avoid printing barcodes of any kind on your invoices.

Our team of experts can convert almost any document to an image. These suggestions are intended to make your invoice submission process as fast and efficient as possible. If you have any questions, please feel free to contact the Access Imaging Center directly.

Thank you,
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