



## New ETS Invoice Information

### Invoicing Changes Begin!

Over the past few months we have given our Distributors updates on coming changes to our invoicing. These changes were initiated due to Distributor feedback, and were based on consultations with a number of locations both large and small.

As of August 1<sup>st</sup> ETS is making several internal changes to our invoicing software. These changes make possible our new invoicing structure. Your first new monthly invoice will arrive in early September.

Between now and September, you will see the following changes to our billing process:

- After August 1<sup>st</sup>, as well as showing the quantity, our shipping documents will include product prices and your order total, to match your invoice.
- After August 1<sup>st</sup>, products we were invoicing *weekly* will only be invoiced at the end of the month. This means you will receive additional time to pay for orders of Tickets and Day Passes.
- The first new invoice will cover **all** transactions from August 2<sup>nd</sup> to September 1<sup>st</sup>, 2014. Details for Credit Card orders will be included on the invoice.
- Credit for your returned passes will be shown in the month the returns were *received* by ETS. This means your pass order will be invoiced the month *before* your returns for September are credited.
- We will be sending you a “final” of the older invoice style sometime in August, to close out the old process.

For Monthly Pass orders, these invoice changes will mean a one-time adjustment in your cash flow. After the initial month, you will again be able to pay your invoice primarily from product sales. We do anticipate you may need a month to accommodate this adjustment.

A more detailed explanation of these changes will be sent out in the next few weeks, including a sample of the new invoice so you will know what to expect in early September.

Thank you for your partnership with ETS!

Sincerely,  
*The ETS Fare Product Distribution Team*

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