



**The CrossGlobe Group**

Glen Allen Operation

11023 Washington Hwy.

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Glen Allen, VA 23059

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[www.crossglobegroup.com](http://www.crossglobegroup.com)

October 13, 2010

Dear Valued Customer:

In an effort to reduce waste while keeping our rates competitive, CrossGlobe will be sending all invoices via electronic mail beginning December 1<sup>st</sup> 2010. In order to ensure that we have the most up to date information for your company, please complete the questions below and fax them to Deborah Mills at 804-550-1176 or e-mail [dmills@crossglobegroup.com](mailto:dmills@crossglobegroup.com).

Name of Company \_\_\_\_\_

Main Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Payables Phone No. \_\_\_\_\_

A/ P Contact Name \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax No. \_\_\_\_\_

Company Website \_\_\_\_\_

Primary Contact's E-mail \_\_\_\_\_

Secondary Contact's Email \_\_\_\_\_

Please note – a small administrative fee will be added to all paper invoices mailed beginning December 1<sup>st</sup> 2010.

Thank you so much, we appreciate your help and understanding in this matter.

Sincerely,

Deborah Mills