

# HTBS Credit Billing Overview

With HTBSCredit, you'll receive an easy-to-read invoice, summarizing all of your activity, available line of credit and any past due balances.



Customer Name  
Company Name  
Address 1  
City, State Zip

Credit Account #  
138934  
HiTouch Business Services Account #  
288882084813071812  
Order #  
42211848

Purchase Details		Purchase Location	
Invoice Date	03/13/2019	Name	HiTouch Business Services
Budget Center	JIM BROWN2	Address	Address 1
PO #	JIM BROWN2		City, State Zip
Type	Sale	Phone	555-555-5555
Authorization #	101597908	<b>Ship To</b>	
Terms	Standard	Name	Company Name
Due Date	04/13/2019	Address	Address 1
Amount Due	\$0.00		City, State Zip

Pay within 5 days of due date to avoid late charges.

LIBC	SKU	Description	\$/Unit	Units	Total
ABCDEF GHJ	162532	162532 Office Supplies Delivery	\$32.99 \$9.49	2.00 1.00	\$65.98 \$9.49
<b>Sub Total:</b>					\$75.47
<b>Sales Tax:</b>					\$0.00
<b>Invoice Total:</b>					\$75.47

Pay Online at <http://www.HiTouchBusinessServices.com>.  
Contact HTBSCredit at 555-555-5555 or [help@HTBSCredit.com](mailto:help@HTBSCredit.com) with questions.

Name	Credit Account #	138934
Address	Invoice #	42211848
City, State Zip	Authorization #	101597908
	Due Date	04/13/2019
	Amount Due	\$75.47
	<b>Amount Enclosed:</b>	_____

Please indicate address changes below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HTBSCredit  
Address 1  
City, State Zip

Call HTBSCredit at 888-431-2088 or email [help@HTBSCredit.com](mailto:help@HTBSCredit.com) with questions.

To avoid late charges, please make payment within 5 days of the due date.  
Pay online at [HiTouchBusinessServices.com](http://HiTouchBusinessServices.com)

**Due date:**  
Remember, you can make quick and easy payments online under "Online Invoices"

**Purchase Details:**  
HTBSCredit produces a daily invoice after every shipment. You'll also receive a monthly summary of all activity.

**Amount due:**  
Pay by statement balance, lump sum or individual invoice.

[HiTouchBusinessServices.com](http://HiTouchBusinessServices.com)  
The quickest way to view, pay and print invoices.

Payment Overview on next page >

Have questions, need help with how to read your invoice or pay online? Contact HTBSCredit.  
Phone: 888-431-2088  
Email: [help@HTBSCredit.com](mailto:help@HTBSCredit.com)



# HTBSCredit Payment Overview

## Choose how you want to pay.



Online  
HiTouchBusinessServices.com  
go to 'Account' and select  
'Online Invoices'



Phone  
Call HTBSCredit  
at  
888-431-2088



Mail  
HTBSCredit  
P.O. Box 930257  
Atlanta, GA 31193-0257

## Frequently Asked Questions

### What is HTBSCredit?

HTBSCredit is the dedicated credit program for HiTouch Business Services' customers designed to meet your needs with online billing and payment capabilities.

### How do I receive my invoice?

Daily invoices are sent about 48 hours after your shipment. You'll receive an email notice with a PDF of the invoice. You can also visit HiTouchBusinessService.com and click 'Account' and select 'Online Invoices' to view, print or download your invoice.

### When are payments due?

We've made it super easy to manage billing so you always know when a bill is due. Your due date is 'standard' meaning that it is due within 30 days from the invoice date. There is a 5-day grace period.

Example: May 24<sup>th</sup> invoice date, payment is due June 23<sup>rd</sup> and is not considered late until June 28<sup>th</sup>

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Have questions, need help with how to read your invoice or pay online? Contact HTBSCredit.  
Phone: 888-431-2088  
Email: [help@HTBSCredit.com](mailto:help@HTBSCredit.com)

**HiTouch**  
BUSINESS SERVICES