



Box 370  
Carstairs, AB T0M 0N0  
Phone: 403.337.3341  
Fax: 403.337.3343  
www.carstairs.ca

## Electronic Invoice Registration

The Town of Carstairs is pleased to provide electronic invoicing. To enhance confidentiality, accuracy, efficiency, and to be environmentally responsible, we encourage you to allow us to deliver invoices to you electronically via email.

### Please Print Clearly

Account #:

Phone #:

Fax #:

Account Name:

Contact Person:

Email Address:

### Terms & Conditions

Please read the following terms and conditions carefully, as they contain important information that should be known before subscribing to the electronic invoice service.

1. An invoice will be provided to you as a PDF attachment via the email address supplied.
2. It is your responsibility to provide the correct email address and to inform the Town of Carstairs of any changes to my email address. To ensure you receive your invoice from the Town of Carstairs, please add the email address [finance@carstairs.ca](mailto:finance@carstairs.ca) to your safe senders list.
3. When you agree to the Terms and Conditions of this service, you will no longer receive a paper invoice from the Town of Carstairs.
4. You are responsible to pay your bill in full and on time.

#### Payment Options:

- Pre-Authorized debit is available for payments. Forms are available on our website at [www.carstairs.ca](http://www.carstairs.ca) or at the Town Office. Please note a VOID cheque is required with a pre-authorized debit form.
- Payments can be made at the Town Office by cash, cheque, money order, bank draft or, interac.
- Cheques, money orders, and bank drafts can be mailed to the Town Office; or a drop box is conveniently located along the west side of the Town Office.
- Payments returned to the Town of Carstairs as insufficient funds are subject to additional fees.

I, the undersigned, have read and agree to the present terms and conditions as listed above. I may revoke this authorization at any time with written notice.

Authorized Signature:

Date:

Printed Name:

Title:

Upon completion, please fax this form to 403.337.3343, email it to [carriei@carstairs.ca](mailto:carriei@carstairs.ca), or mail it to the town of Carstairs at the address listed above.

### Office Use Only

Processed By:

Date: