

## CHECK PRE-PAYMENT INSTRUCTIONS

Thank you for your order! To pre-pay by check, please follow the instructions below:

[Click here](#) to download our signed W9 vendor setup form which your accounting department may need to configure ELITE PROMO INC as a vendor.

**Checks should be made payable to:** ELITE PROMO INC

**Please mail your check:**

ELITE PROMO INC  
ATTN: Accounts Receivable  
411 Borel Avenue, Suite 350  
San Mateo, California 94402

BRANDED LUXURY.™

Be sure to reference your order number in the check memo line. Our standard protocol is to send a final invoice once orders ship out, however if a pro-forma invoice is required to remit pre-payment against, please send an email to [finance@reachepi.com](mailto:finance@reachepi.com) with your order number referenced in the subject line and we will reply with a formal invoice as soon as possible.

For rush production and other time-sensitive orders we encourage you to provide us with a scan copy of your check once it has been issued to ensure the work order is updated internally and no payment related delays occur.

*For assistance with any and all payment related matters, please contact:*

Amy Li, Office & Accounting Manager  
650.513.1037 // [amy@reachepi.com](mailto:amy@reachepi.com)

Thank you for your business!

ELITE PROMO INC