

# Characterization Facility, College of Science and Engineering

## Billing Information

For non-University of Minnesota users

Date: \_\_\_\_\_ PO # \_\_\_\_\_

Effective dates for the purchase order: Start: \_\_\_\_\_

End: \_\_\_\_\_

CharFac users who are covered by this PO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Federal Tax ID number: \_\_\_\_\_

*Please provide the tax id # if you are an industrial user and your company does not use the Pay Forward method for payment of sales tax for "hands on, self use instrument sessions". Sales tax is not charged when service is provided for the nonUMN-user. (Pay Forward requires Minnesota ST3 Sales Tax Exemption form on file in our office; contact Alice Ressler, ph: 612-625-6927, ressl006@umn.edu)*

### **Client Contact Info:**

Name of Business or University: \_\_\_\_\_

Client Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Billing Contact Info:**

*Please provide the contact information for an accounts payable specialist. If we have questions regarding your account, we will contact this person directly. If you would prefer that we contact you, the facility user, please indicate this by providing your contact information.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Billing Address:**

*Indicate in the space below whether or not you would like your bill to go to the address on the purchase order, or you may provide a different address that meets your needs.*

Send invoice to address on PO      Send invoice to address below:

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

### **Wire Transfer Payment: \*Electronic banking must be set up before payment is remitted\*.**

Electronic transfer payment. *If payment will be submitted via electronic wire transfer, please contact Joel Overlander, at your earliest convenience, for specific directions. Ph: 612-625-0776. Email: [jgo@umn.edu](mailto:jgo@umn.edu),*

### **Special Billing Requests:**

*The Characterization Facility accepts check or credit card payments (most major). 'Remit to' directions are printed on the invoice. Please tell us if you have a special request regarding how billing should be handled, such as providing e-invoices in lieu of, or in addition, to invoices via US Mail.*

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

Return this form with a copy of the referenced purchase order to Alice Ressler, [ressl006@umn.edu](mailto:ressl006@umn.edu), or Joel Overlander, [jgo@umn.edu](mailto:jgo@umn.edu).