



Billing Information

Instrumentation Center

For Non-Saint Paul College users

Date: _____ PO#: _____

Effective dates for the purchase order– Start: _____ End: _____

Users covered by this PO#: _____

Company Federal Tax ID Number: _____

Please provide your Federal Tax ID number 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 non Saint Paul College user. (Pay Forward requires Minnesota ST3 Sales Tax Exemption form on file in our business office; contact Loni Delmonico at 651.846.1612 or loni.delmonico@saintpaul.edu)

Client Contact Information

Name of Business or University: _____

Client Name: _____ Email Address: _____

Billing Contact Information

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: _____

Special Billing Requests

Saint Paul College 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: Loni Delmonico, loni.delmonico@saintpaul.edu.



235 Marshall Avenue
Saint Paul, MN 55102
651.846.1600
www.saintpaul.edu/instrumentationlab

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Coordinator of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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