

Electronic Invoicing FAQs

What Do I Need To Do?

If you wish to have invoices delivered to the email address receiving this communication, then no further action is required. However, if you would prefer invoices to be sent to a different email address, simply send the desired billing email address and related business name to stambaughnessinvoice@stambaughness.com.

Your invoice will be sent from:

stambaughnessinvoice@stambaughness.com with the subject line: **Stambaugh Ness Invoice, Invoice Number, and Name of Your Business**. To ensure inbox deliver, we recommend that you add the stambaughnessinvoice@stambaughness.com address to your white list.

Can I Opt Out of Electronic Invoicing?

Yes. While email delivery is SN's preferred invoicing method, you may opt out of electronic delivery at any time. To continue receiving paper invoices, please email stambaughnessinvoice@stambaughness.com and indicate your preference for paper invoices.

What if I Have A Question About Electronic Invoicing?

A Stambaugh Ness team member will contact you via phone after your first electronic invoice is issued to confirm receipt and answer any questions you may have. In the meantime, please contact us at stambaughnessinvoice@stambaughness.com with any questions.

What if I Currently Pay from Remittance Slips?

Starting in December, engagements currently structured with a payment schedule and remittance advices will receive electronic invoices at the beginning of each month. These invoices will include the amount due under your payment schedule and will replace the remittance advices. You may continue to send any existing remittance advices along with currently scheduled payments, or simply destroy them. Please include the invoice number on your payment.

We sincerely appreciate your business and the opportunity to serve you. Please contact services@stambaughness.com if you have any questions about electronic invoicing.