



## Electronic Receipt (eReceipt) Request

An electronic receipt (eReceipt) feature is available. This feature allows you to receive an email with delivery of receipt information including the signature of the receiving individual.

If this is a feature you would like, please complete the following information and return to your records center.

Date: \_\_\_\_\_

Client Number: \_\_\_\_\_  
(If known, if not, Records Center will complete)

Company: \_\_\_\_\_

Department: \_\_\_\_\_

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

Please provide your email address (required):

Email address: \_\_\_\_\_

All receipts will be sent in HTML format. If you'd prefer text, please check this box.