



**ELECTRONIC CHECK AUTHORIZATION**

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

To: \_\_\_\_\_

From: \_\_\_\_\_

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

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

Re: Our Invoice # \_\_\_\_\_

**Please submit copy of check on the next page.**

In order to deliver your cargo we require payment of the freight charges at least 72 hours prior to schedule delivery with you payment to be made as follows:

1. Prepare a check in the proper amount to pay the attached invoice, made out to our company and have it signed by an authorized person.
2. Clearly type or print the name of the person who signed the check in the space provided below.
3. The check signer should sign on the line below, authorizing Commerce Express, Inc. to immediately negotiate the electronic copy of the check.
4. Email this page back with a copy of your signed check to [accounting@commerceexpressinc.com](mailto:accounting@commerceexpressinc.com).
5. Retain the original copy of the check for your records – do not mail it to us.

We will process the information on your electronic check and negotiate the processed check through normal banking channels. Please call with any questions you may have.

Name of person that signed the faxed copy of the check:

\_\_\_\_\_  
*(Print name clearly)*

Signature authorizing Commerce Express, Inc. Services to reproduce and cash the faxed copy of the check accompanying this page:

\_\_\_\_\_  
*(Authorized Signature)*

# **COMMERCE / Express, Inc.**

Please attach copy of signed check to this page.