



10 Montana Street
Centreville, New Brunswick
E7K 3E9 Canada

Tel: 506.276.4567
Fax: 506.276.4380
Toll-free: 1.888.896.5777



12 September 2019

Attn. Accounts Receivable Department:

BWS Manufacturing Ltd. is in the process of setting up payment electronically via Electronic Funds Transfer (EFT) to pay your invoices.

A few advantages for this process:

- Receive payment of your invoices promptly and conveniently
- Payments are deposited securely into your organization's account reducing the possibility of misrouted, forged or stolen cheques
- Reduces handling & mailing delays associated with cheques
- Notification will be sent with the payment identifying the invoices being paid

Please complete the following steps so we may set up your account properly for EFT payments:

1. Complete the attached **authorization form**.
2. Attach a **void cheque or other financial institution document** to confirm the banking information provided is accurate and payments are not misdirected.
3. **Verify with your financial institution** that it can accept EFT payments. Please verify this before returning the authorization form.
4. **Return the completed form** to the following:

Sheila Piper

Email (preferred method): sheila.piper@bwstrailers.com

Or Fax: 506-276-4380

Or Mail: 10 Montana Street, Centreville, NB E7K 3E9

IMPORTANT NOTE: BWS Manufacturing is moving away from issuing manual checks; therefore if we do not receive your banking information for EFT, you may encounter payment delays.

If you have any further questions, please do not hesitate to contact me.

Thank you,

BWS Manufacturing Ltd.

Sheila Piper
Accounts

Vendor Information:

Vendor Name: Ryan Duffley _____

Remittance Address: _____ 158 St John St _____

Remittance City: _____ Woodstock _____ Prov: _____ NB _____ Postal Code: _____ E7M 2V3 _____

Contact Name: Ryan Duffley _____ Phone #: (506) 502-6006 _____

Remittance E-Mail Address: _____ ryan@archerdesigns.ca _____

Banking Information:

Vendor's Bank Name: _____ BMO _____

Bank Address: _____ 656 Main St _____

Bank's City: _____ Woodstock _____ Prov: _____ NB _____ Postal Code: _____ E7M 2G9 _____

Bank Contact Name: _____ Valerie Bell _____ Phone #: (506) 328-6631

Bank #: 001 Branch/Routing #: 02074 Account #: 1996-588

Account Type: Checking † Savings Other (please specify) _____**(Please check only one)**Void chq is attached: YES † NO**Vendor's Authorization:**

Please sign below to confirm that the information provided above is accurate and you are authorizing BWS Manufacturing Ltd. to begin transferring payments for your invoices to the account mentioned above.

 Ryan Duffley
 Signature Title

 (506) 502-6006
 Phone Number

 4 September 2019
 Date