

Paper Invoice Request Form



In our efforts to reduce the effects of our business on the environment, it is our policy to send electronic invoices to clients. If you wish to receive your invoices through mail you need to fill out the below form.

Please note if you change address it is your responsibility to update our accounts team with your new address.

Company Details

Company Name

Account No. (Transport)

(if applicable)

Account No. (Couriers)

(if applicable)

Account No. (Containers)

(if applicable)

Address for Invoices

Unit/Level No., Street Number & Name

Suburb & Town

I authorise PBT Group to send our invoices to the above address.

Name

Company

Signed

Dated

Please send this form to a below address

0800 FOR PBT | pbt.co.nz

Mail

PO Box 12 732
Penrose
Auckland
Attn: PBT Accounts

Email

accounts@pbt.co.nz
Subject: Paper Invoice
Request Form

Did you know you can access your invoices online at pbt.co.nz?

1. Visit www.pbt.co.nz and select the Invoices and Statements icon on the home page.
2. Enter your PBT login and password; you will be taken to the viewing panel for your invoices.

**Login details are automatically supplied when you open an account with PBT, if you are unsure of your login details email web@pbt.co.nz with your company name and account number.*