

**REQUEST FOR E-MAILING
OF
DDS LEGAL SUPPORT SYSTEMS, INC.**

INVOICES AND STATEMENTS

Date: _____

Company/Firm Name: _____

Address: _____

City/State/Zip: _____ **State:** _____ **Zip:** _____

Customer Number: _____

Please e-mail our Invoices and Statements.

Please use the following e-mail address until further notice:

We understand that we will receive two e-mails one for the invoice and one for the statement. We will notify DDS Legal Support Systems, Inc. immediately of any change in the above e-mail address to insure we receive our statements in a timely manner. We understand DDS Legal Support Systems, Inc. will not be responsible for misdirected e-mails.

Authorized Signature: _____

The normal billing dates are the 2nd and 17th of each month, except for weekends and holidays. Your company will usually receive the e-mails on the same date we process billing.

Upon receipt of this authorization, we will e-mail you a link for downloading the snapshot viewer program necessary to see our invoices in the same format as our printed invoices. If the snapshot viewer program is not used the invoice is transmitted in plain text format. Though this format is readable it contains no graphics and formatting is limited. The invoices will come as an attachment; the statements will be embedded, in the e-mail.

All our e-mails are virus scanned prior to transmission, including the attachments, to minimize the risk of virus infection.