1 INVOICE PACKAGE
AND DELIVERY OPTIONS

IF YOU'RE LOOKING TO invoice at the **Customer ID** level, this package is for you.

YOU LIKELY HAVE:

✓ A single Customer ID *without Divisions or Departments*

✓ One address for the invoice

OR

✓ Multiple Customer IDs *without Divisions or Departments*

✓ Invoicing by Customer ID

If you require a single invoice per Customer ID to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION

• Single Customer ID, single invoice number, single physical delivery address (option for email delivery to multiple contacts), not division/department enabled.

INVOICE GATEWAY

• One centralized admin
• Ability to add multiple users
• Print and data export capabilities can be restricted by user
• Ability to make or view payments can be restricted by user
• Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards

OPTIONAL REPORT

• Detailed Transaction Report (fee may apply)

PACKAGE DELIVERY OPTIONS

• Print/Mail Delivery (PRT)
• PDF/Email (EML)
• Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS
(Invoice Gateway)

• Data export capabilities can be restricted by user.
• Ability to make or view payments can be restricted by user.
• Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.

INVOICE DATA FILE OPTIONS

• Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
• Custom Invoice Data Download – electronic invoice data file customized to meet a customer's formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
• Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer's choice of Web portal (fees apply)

> **CLICK HERE** to view a sample invoice and report. **»**

IRON MOUNTAIN®