

841560

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

PICK-UP     WAIT     MAIL

(Business Entity Name)

(Document Number)

Certified Copies \_\_\_\_\_ Certificates of Status \_\_\_\_\_

Special Instructions to Filing Officer:

Office Use Only



300188261043

11/17/10  
E. DENNARD

AC



**INTERTEK USA HQ IS MOVING**

FLORIDA DEPARTMENT OF STATE 28 8  
PO Box 1300  
Tallahassee FL 32302-1300

841560

**Subject: Intertek USA AP Vendor Relations New Physical Address for Invoices**

Dear Intertek USA Supplier,

**Effective at the close of business on November 12, 2010, please REMIT ALL INVOICES TO OUR NEW ADDRESS: (if not currently on EDI or electronic submission)**

Intertek USA, Inc  
2 Riverway, Suite 500  
Houston, Texas 77056  
Attn: SSC Accounts Payable Department

Please continue to direct all AP related inquiries to our shared mailbox, [ssc.ap@intertek.com](mailto:ssc.ap@intertek.com), rather than you're A/P Rep. As a reminder, Intertek USA requires the subject lines of such emails to include **vendor name, vendor number, and invoice/PO #** in question.

Your company's use of this mailbox will allow Intertek USA to manage your account(s) more effectively and provide continuous, streamlined coverage as well as increased visibility. All inquiries will continue to be answered within 24 hours in order of date received.

Your company's use of this mailbox will allow Intertek USA to manage your account(s) more effectively and provide continuous, streamlined coverage as well as increased visibility. All inquiries will continue to be answered within 24 hours in order of date received.

**PLEASE NOTE THE EFFECTIVE CHANGE OF ADDRESS ABOVE TO AVOID ANY LATE PAYMENTS.**

If you have any questions, please contact [ssc.ap@intertek.com](mailto:ssc.ap@intertek.com).

Sincerely,  
Shared Service A/P  
INTERTEK USA, Inc.