

I.T. Characterization Facility
Billing Information
For non-University of Minnesota users

Date: _____

PO # _____

Dates of coverage for the purchase order: _____

Client Contact Info:

Name: _____

Phone: _____

Fax: _____

E-mail address: _____

Name of Business or University: _____

Billing Contact Info:

Please provide contact information for someone that we can contact in your billing office. When we have questions regarding your account, we will contact this person directly. If you would prefer that we contact you directly, please indicate this by providing your contact information.

Name: _____

Phone: _____

Fax: _____

E-mail Address: _____

Billing Address:

Indicate whether or not you would like your bill to go to the address on the purchase order or whether or not you have a different address that suites your needs in the space provided below.

Special Billing Requests:

Please tell us if you have any special requests about how your billing should be handled such as being billed via e-mail or an address that is different from what the purchase order indicates. We will do the best that we can to accommodate these requests so that we can provide the best service possible.

Return this completed form along with a copy of the referenced purchase order to the Characterization Facility by fax at 612-625-5368 or e-mail the completed form and purchase order to charfac@umn.edu If you have any questions, please contact Lora Witte at 612-626-3896.