



448 7TH STREET NW, PO BOX 695, WEST FARGO, ND 58078

TOLL FREE: 800-456-0249

PH: 701-281-2511

FX: 701-282-0496

ATTENTION: ACCOUNTS PAYABLE DEPARTMENT

Midnite Express, Inc. uses Rendition Billing to mail out invoices to our customers. What this means is that once the Bill(s) of Lading and all other relevant paperwork is in-house, it is then scanned into our computer system.

All original paperwork is then destroyed.

According to the FMCSR, part 390.31:

- (a) All records and documents required to be maintained under this subchapter must be preserved in their original form for the periods specified, **unless the records and documents are suitably photographed and the microfilm is retained in lieu of the original record for the required retention period.**
- (c) All records and documents required to be maintained under this subchapter may be destroyed after they have been suitably photographed for preservation.

Our Imaging System meets the DOT requirements as outlined by 390.31.

<http://www.fmcsa.dot.gov/rules-regulations/administration>, section 390.31

Our customers can receive invoices in the following formats:

- Fax - PDF
- Fax - TIF
- Email - PDF
- Email – TIF

You may select multiple ways to receive invoices and you may also select multiple fax or email addresses in which invoices are sent. Please fill out the attached page and fax or email with your selection to:

ar@midnitexpress.com OR fax to: 701-282-0496

You are also able to track shipments, view and print invoices and paperwork, and view and print an aged receivables report from our website at: www.midnitexpress.com. You can request a login and password by marking the box on the attached page, from our website, or via email at ar@midnitexpress.com.

If you have any questions, please feel free to contact Jackie or Jean in Accounting at 800-456-0249.



Customer Name: _____

Street Address: _____

City/State/Zip: _____

Accounts Payable Contact: _____

Accounts Payable Phone: _____

Accounts Payable Fax : _____

Accounts Payable Email: _____

I would like my invoices and paperwork sent via:

Fax - PDF

Fax – TIF

To the following fax number(s)

I would like my invoices and paperwork sent via:

Email - PDF

Email – TIF

To the following email address(s)

I would like a website user name and password set up.

Yes

Not at this time