



## Your bill is going paperless!

### New guidelines for invoicing Sign Administration

The Houston Permitting Center is moving to electronic billing. As one of our customers you are receiving this advance notification. If you are not the correct contact, please forward it to your Accounts Payable department.

With our new e-invoicing guidelines, the Sign Administration Group will issue invoices in electronic format as the preferred way of submitting invoices to our customers starting September 1, 2022.

Our goal is to reduce costs for us and our customers. Moving to e-invoicing will shorten the invoice process, allow faster payments, and improve the quality. In addition, our joint efforts will contribute in a significant way to the environment.

We kindly ask you to confirm your readiness to receive e-invoices from the City of Houston by September 1, 2022.

**For more information about our transition to electronic invoicing, please contact our group via:**

- **Email – [signadministration@houstontx.gov](mailto:signadministration@houstontx.gov)**
- **Phone – 832-394-8890**

Thank you for supporting our initiative to increase e-invoicing!

Sign Administration.

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### Customer Billing Information

Please provide the following information:

|                             |  |
|-----------------------------|--|
| <b>Project Number</b>       |  |
| <b>Company Name</b>         |  |
| <b>Address</b>              |  |
| <b>Phone</b>                |  |
| <b>Company Email</b>        |  |
| <b>Accts. Payable Email</b> |  |