



2 Choke Cherry Road  
Rockville, MD 20850  
Tel: 301.309.8500  
Fax: 301.309.8851

[www.teletronics.com](http://www.teletronics.com)

## Announcement

Beginning from February 15, 2012, Teletronics will no longer mail paper invoices. All invoices, no matter what payment term it has, will be emailed to the accounting department of customers as well as the email addresses that are used on the Purchase Order. In our effort to continue providing exceptional customer service, Teletronics asks that all customers become familiar with the electronic billing process.

When an electronic invoice is generated by our accounting department, customers will receive an e-mail with the electronic invoices attached. In order to ensure that the electronic invoices can be received properly, the sales who process your Purchase Order will email you another copy within 24 hours. It is the responsibility of customers to ask for the invoices if it is not received within one week from the date when the order is shipped. Please read the invoices carefully and make payment according to the agreed payment terms. The obligation to pay Teletronics by the due date is not altered or modified in any way when the paperless billing starts. It will remain the responsibility of customers to ensure their amount due is paid on or before the due date.

Please email any questions and/or comments about this process to [isabelle@teletronics.com](mailto:isabelle@teletronics.com) or call us at +1-301-3098500 ext 120.

Thank you very much for the cooperation.

Jason Hang  
Executive VP  
January 30, 2012