

Important information when submitting invoices to Charles Schwab & Co. Inc.:

To confirm invoices are processed and paid on time please make certain the below information is on **ALL** invoices upon submission:

1 Federal tax ID: [redacted]
290 David [redacted]
Somerset, [redacted]
Phone: [redacted]
Fax: [redacted]

2 Please remit payment to:
[redacted] Corp
P.O. Box [redacted]
Dallas, TX [redacted]
Wire information:
Wire R# [redacted]
ACH R# [redacted]
Account# [redacted]
SWIFT Code: [redacted]
For W-9 Form, www. [redacted]

3 **Invoice No.** **B03877135**
Invoice date 8/24/2015
Customer number 1037687
Sales order S38751359

4 **Contract or Quote Number**

5 **Bill To** Charles Schwab & Co. Inc.
PO Box 636009
Littleton, CO 80163

5 **Ship To** Denver Ridgegate
9825 Schwab Way
Lone Tree, CO 80124
United States
000802478/[redacted]

Ship Date	Salesperson	6 Purchase Order	Ship Via	FOB	Terms
8/24/2015	[redacted]	0000123456	UPS GROUND	FOB ORIGIN	NET 60

Item No. Mfg Part No.	7 Description	PO####	Qty Ordered	Qty Shipped	Unit Price	Extended Price
35689524	[redacted]	Upgrade License	1	1	140.00	140.00
No Media	[redacted]					

1. Vendor Contact Information - Please include Tax ID # on invoice
 - a. It is important to include the Vendor address, Phone number, as well as email address on the invoice for easy contact in case there are any issues.
2. Remit information – This information allows payment to be made quickly and correctly
 - a. Must show payable name and remittance address
3. Invoice Number and Date
4. Contract or Quote Number
 - a. It's important to reference any Contract or Quote that was prepared so the work can be verified against the agreement.
5. Bill and Ship to information
 - a. This will help ensure the goods are delivered and billed to the correct address
6. **Purchase Order Number**
 - a. **Without the PO number the invoice cannot be matched for payment.**
 - b. **If there is no PO number then work with the employee that ordered the goods/services to obtain a PO. OR**
 - c. **Provide the GL account/Cost center given to you by the Schwab employee who ordered the goods/services.**
7. Description of Service/Goods invoiced
 - a. The description will help AP match the invoice to the PO easier as well as ensure the invoice is referencing the correct PO.