



# CAPITAL OFFICE PRODUCTS

P.O. Box 1671

Daytona Beach FL 32115

Phone 1-800-552-1340 Fax 1-800-249-4329

## Attn: Accts Payable Supervisor

Starting July 1, 2005, Capital Office Products will begin emailing statements to our customers. Please provide your email address by completing the form below and either mail or fax it back to us. You may also email your email address to us as well.

If you wish to still receive your statement by mail, please check option below. If you do not choose an option below then you will no longer receive a statement. This will begin with June's statement that will be sent out July 1<sup>st</sup>.

Thank You,

Management

Please check one option below and fill out account information.

Please fax back to: (800) 249-4329

or

Please mail back to: Capital Office Products  
P.O. Box 1671  
Daytona Beach, FL 32115

or

Please email back to: [Oksana@capofficeproducts.com](mailto:Oksana@capofficeproducts.com)

\_\_\_\_\_ Mail My Monthly Statement

\_\_\_\_\_ Email My Monthly Statement

Account #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_