



Total Quality. Assured.

No PO Acknowledgement Letter

Company Name:
Accounts Payable Phone #:
Accounts Payable Contact:

To Whom It May Concern,

I, _____, certify that I work in the accounting or finance department of _____ [Company name] and am able to confirm that our company does not supply purchase orders. I am also able to verify that the lack of a purchase order will not delay payment remittance to Intertek for the services provided once an invoice is received

In order to expedite payment, please make sure all invoices are (please check one):

Mailed to: _____

Emailed to: _____

Printed Name

Date

Signature