

COLLIER CENTER

201 East Washington Street, Suite 1760, Phoenix, AZ 85004

Attention: Accounting Department
Action Required - Please update your records!

Invoice Submission:

<p>All invoices must include the following information:</p>	<ul style="list-style-type: none">• Property Name• Property Service Address and <u>Date of Service</u>• Invoice Number• Vendor Name & Remittance Address
<p>Invoice:</p>	<p>E-mail invoice to: REDInvoices@avidbill.com CC: propertymanagement@colliercenter.com</p> <ul style="list-style-type: none">• Include PDF attachment under 5 MB• One invoice per PDF scan (emails can contain multiple attachments)• Include any back-up documentation within invoice's PDF (invoice must be page 1/first page) <p>** Do NOT Carbon Copy(CC) REDInvoices@avidbill.com</p>

QUESTIONS AND CONCERNS

Please submit any address changes, statements or questions to
propertymanagement@colliercenter.com



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