

841560

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

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PICK-UP

☐

WAIT

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MAIL

(Business Entity Name)

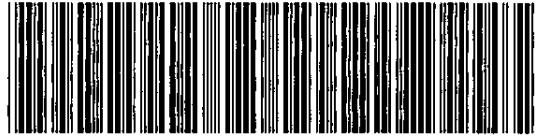
(Document Number)

Certified Copies _____

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AC
12/21/09
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12/2/09

841560

FLORIDA DEPARTMENT OF STATE
P. O. BOX 6198
TALLAHASSEE, FL 32314

Dear Intertek USA Supplier,

Intertek USA, Inc has implemented the Intertek as One (IAO) initiative throughout 2009 whereas all division's back-office functions have been combined and relocated to the new Shared Service Center (SSC) located at Intertek USA, Inc corporate headquarters in Houston, Texas. Effective January 1, 2010, the Houston SSC will go live. With this being said, Intertek USA, Inc will require that ALL suppliers will be required to forward all invoices for payment to the following address:

Intertek USA, Inc
2200 West Loop South, Suite 200
Houston, Texas 77027
Attention: SSC Accounts Payable

All invoices must include Supplier Name, Invoice Number and Purchase Order Number / Contract Number before payment can be disbursed. Failure to provide required information could result in a delay of payment.

Please make record that this practice will be effective on January 1, 2010.

Sincerely,

Intertek USA, Inc. Purchasing & Contracts Department
Shared Service A/P