

Important NEW Invoicing and Renewal Procedures

Going Green

For the past year, PEP has been working towards an all electronic invoicing system. Beginning with 2010 dues, PEP will no longer mail invoices or receipts, unless specifically requested.

Sara has contacted every company to verify the correct accounts payable contact for invoices. **All invoices, including dues, membership breakfast, golf sponsorship, etc... will be emailed to the person you specified as the accounts payable contact.** *If the contact is someone other than yourself, you will be copied on the invoice email.* I hope that you will help us by ensuring that all invoices are paid in a timely manner.

NEW Membership Renewal Deadline

Beginning January 2010, PEP is implementing a Membership Renewal deadline of March 31st. PEP's membership has always been based on a calendar year renewal cycle, January-December.

Your dues renewal invoice will be emailed to you on January 6th and is due within 30 days. Companies that do not pay their dues by March 31st, will no longer be considered in good standing and will be removed from the membership rolls. New companies will have 60 days to pay their dues, or their membership will be cancelled. Please contact Jennifer Denson at 345-7269 to discuss any extenuating circumstances.

We understand that times are tough and we have kept our annual dues at 2008 levels. **We appreciate you choosing to be a part of PEP.** If you are unable to renew, we would appreciate a notice of cancellation as soon as possible.