3 INVOICE PACKAGE
AND DELIVERY OPTIONS

IF YOU'RE LOOKING TO invoice at the **Department ID** level, this package is for you.

YOU LIKELY HAVE:

✓ A single Customer ID *with one or more Departments and/or Divisions/Departments*

  OR

✓ Multiple Customer IDs *with one or more Departments and/or Divisions/Departments*

✓ A discreet delivery address per Department ID

YOU WILL RECEIVE:

✓ A single Invoice per Department ID delivered to the Department ID Address

---

If you require each department per Customer ID to receive its own invoice, select this package to receive the following:

INVOICE DESCRIPTION

- Single Customer ID, unique invoice number for each unique division/department, single physical delivery address per invoice with divisions/departments enabled.
- Each department invoice will have its own "Bill To" mailing address (option for email delivery to multiple contacts).
- All division-/department-level billing activity for each unique division/department is included on a single invoice.
- Mailed invoices will be grouped ONLY by identical address. No summarization or grouping together of invoices with a different (physical) address.
- If a customer requires all department-level invoices be delivered to the same physical address, the department "Bill To" addresses need to be exactly the same for each department.
- Each email address will receive ALL division/department invoices within a Customer ID.

INVOICE GATEWAY

- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Department ID

OPTIONAL REPORTS

- Department-level reporting (Totals Report)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Customer-level reporting (Customer Activity Report: billing activity summarized for the Customer ID)
- Detailed Transaction Report for each division/department (fee may apply)

PACKAGE DELIVERY OPTIONS

- Print/Mail Delivery (PRT)
- PDF/Email (EML)
- Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS
(Invoice Gateway)

- Can restrict user access by Department ID.
- Data export capabilities can be restricted by user.
- Ability to make or view payments can be restricted by user.
- Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.
- **Please note:** access to payment account creation and use cannot be restricted by Department ID.

INVOICE DATA FILE OPTIONS

- Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
- Custom Invoice Data Download – electronic invoice data file customized to meet a customer's formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
- Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer's choice of Web portal (fees apply)

> **> CLICK HERE** to view a sample invoice and report. »

IRON MOUNTAIN®