

Image One Invoice & Customer Payment Guidelines

All invoices for Image One related expenses must include the following items:

Billing & Remittance Address

Invoice to: Image One Corporation	Image One Corporation 6202 Benjamin Rd. Suite 103 Tampa, FL 33634
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Invoice Details

Date of Invoice	Invoice Number	Reference
XX/XX/XXXX	Must be a unique number	Image One PO Number if given

Description	Amount Requested
Image One Activity Name A (and date of activity)	\$ XXXX
Image One Activity Name B (and date of activity)	\$ XXXX

Subtotal	\$ XXXX
Balance Due	\$ XXXX

Banking Details

U.S. Domestic ACH Transfer	
Account Name	State your Beneficiary Account Name
Account Number	Include all leading zeros for Account Number Example: 000012345678
ACH Routing Number (ABA RTN)	Must contain 9 digits – including all leading zeros Example: 000123456
Bank Name	State your Beneficiary Bank Name
Bank Address	State your Beneficiary Bank Address

To Pay Via ACH

Bank Name	The Bank of Tampa
Account Name	Image One Corporation
Routing Number	063108680
Account Number	61006874
Remittance Email	accounting@image-1.com

To Pay by Any Type of Card (including debit cards)

Prior authorization to pay by credit card is required from the Director of Finance & HR, Qunjai Miles. Please email qmiles@image-1.com for payment type authorization.

As our virtual card processing is done by a 3rd party, a 3.5% fee will be added at the time of payment.

For any questions regarding invoices, please contact Margeaux Royals-Frey, Accounting & Sales Support Specialist

O: 813-888-8288 x 230 | E: MRoyals-Frey@Image-1.com



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