



Hopewell Preschool Ministry Email Invoice Request

GO GREEN!

Hopewell Preschool Ministry offers you the option of receiving monthly invoices or ACH reminders by email, beginning in October. The notices will come as an attachment requiring a program such as Adobe Reader[®] to be able to be viewed. If your computer does not already have Adobe Reader[®], it is a free program that can be installed by going to get.adobe.com/reader.

If we may send monthly notices by email, rather than by paper copy, please complete and sign the following.

PLEASE PRINT

Child's name: _____

Parent's name: _____

Preferred email address: _____

(Note: We will send a "test" email to verify your address prior to sending the first invoice or ACH reminder)

I understand that:

- I will have to have a .pdf reader installed on my device in order to be able to read the invoice or ACH reminder
- I will not receive a paper copy of the monthly invoice or ACH withdrawal notice *unless there is an issue with an outstanding account balance.*
- I must keep Hopewell Preschool Ministry informed of any changes to my email address.
- I will be responsible for making monthly payments in a timely fashion, whether or not I receive an email notice.
- I may opt out of receiving email notices at any time by notifying Hopewell Preschool Ministry in writing and in a timely fashion that I no longer wish to participate.

Signature: _____ Date: _____