



## Invoice Services and Payment Options

Effective 1/1/25

Electronic delivery is the most efficient option to receive your invoices, although you still have the option to receive paper invoices. To ensure electronic delivery of your invoices, consider setting up a general email that can be monitored by more than one of your employees.

Billing Cycle	Sunstate operates on a 28-day billing cycle and our standard payment terms are 30-days.
Purchase Orders	If your invoice requires reference to a purchase order, please submit a copy of your purchase order when placing the order. To <a href="mailto:sscredit@sunstateequip.com">sscredit@sunstateequip.com</a>
Sales Tax	To claim exemption from sales tax assessment, please send a copy of your sales tax exemption with your order to <a href="mailto:sscredit@sunstateequip.com">sscredit@sunstateequip.com</a>
Late Charges	If payments are not received within your agreed upon payment terms, the balance due will be subject to a late charge at 1.5% per month on the past due balance.
Payments	Electric funds transfers (ACH), bank-to-bank, are the most efficient and cost-effective way to make payments. For customers that prefer other payment methods, payments can also be made by credit card, with a 2% surcharge, or by traditional paper check, directly to the lockbox outlined below.
Lien Waivers	Submit all lien waiver requests and questions directly to <a href="mailto:lienreleases@sunstateequip.com">lienreleases@sunstateequip.com</a> Turnaround time for responses is 48-hours.

## Payment Options

Direct Payment: (Preferred Method)	<p>Electronic payment initiated by your accounts payable department through your bank. When paying via ACH, a remittance advice must be sent to (cash dept email) at the time of payment for accurate posting.</p> <p>Bank Name: Wells Fargo Bank            Bank Address: 420 Montgomery Street San Francisco, CA 94104            Account Name: Sunstate Equipment Co, LLC            ABA Routing: 122105278            Account: 92883203887            Swift Code: WFBIUS6S            Wire Routing: 1221000248</p>
Online Payment:	Sunstate offers a self-service option for you to view and pay your invoices. The Navigator portal allows you to: Review Equipment on Rent, All invoices, Balance Due, Payment Options, Jobsite Productivity, Delivery Status, Service Calls, Custom Reporting, FAQ's and Technical Help



	To enroll, all you need is your account number (LINK) and contact email address.
Paper Check Payment:	Please mail all paper check payments directly to Sunstate's lockbox address:  Sunstate Equipment Co, LLC P.O. Box 208439 Dallas, TX 75320-8439

#### Customer Support and Service

Give our credit department a call at 602-683-2236 to discuss any items on your account, payment methods or anything else want to know. You may also send an email to [sscredit@sunstateequip.com](mailto:sscredit@sunstateequip.com) with general questions.