



Southwestern Energy®

# Electronic Invoicing

## Information Sheet

|   |                    |  |
|---|--------------------|--|
| Company Information - please enter Legal Name and Address           | <b>Legal Name</b>  |  |
|   | <b>Address</b>     |  |
|   | <b>City, State</b> |  |
|   | <b>Zip Code</b>    |  |
|   | <b>Phone</b>       |  |
|   | <b>Fax</b>         |  |
| Tax Information   | <b>Tax Type</b>    |  |
|   | <b>Tax %</b>       |  |
|   | <b>Tax #</b>       |  |
| Where is your office located? If same as legal put same.            | <b>Town</b>        |  |
|   | <b>Address</b>     |  |
|   | <b>City, State</b> |  |
|   | <b>Zip Code</b>    |  |
|   | <b>Phone</b>       |  |
|   | <b>Fax</b>         |  |
| Is there another office that submits invoices for your company?     | <b>Name</b>        |  |
|   | <b>Phone</b>       |  |
|   |                    |  |
| Who would be considered the main contact person regarding invoices? | <b>Name</b>        |  |
|   | <b>Phone</b>       |  |
|   | <b>Email</b>       |  |
| Who else needs access to create invoices?                           | <b>Name</b>        |  |
|   | <b>Phone</b>       |  |
|   | <b>Email</b>       |  |
|   | <b>Name</b>        |  |
|   | <b>Phone</b>       |  |
|   | <b>Email</b>       |  |
| Are there more users?   | <b>Yes or No</b>   |  |
| What does your company do in only a couple words?                   | <b>Business</b>    |  |
|   |                    |  |

**Please complete form and return by email to [ElectronicInvoices@swn.com](mailto:ElectronicInvoices@swn.com) or fax to 832-796-8882.**