

**William F. White International**  
**(dba Sunbelt Rentals Film & TV)**  
**BILLING INSTRUCTIONS**

1. Please email all **invoices** to [WFW.invoices@sunbeltrentals.com](mailto:WFW.invoices@sunbeltrentals.com) OR [FilmandTV.Invoices@sunbeltrentals.com](mailto:FilmandTV.Invoices@sunbeltrentals.com)
2. Email **one (1)** invoice per **PDF** with up to 25 PDF attachments per email. Each attachment must have a **unique** name.
3. A **Purchase Order Number** must be obtained from the Sunbelt / WFW employee placing the order and is **required** on all invoices.
  - PO numbers are 8 digits long, numbers only, no employee names or verbal PO permitted.
  - To confirm you have a valid PO, please request that the Sunbelt / WFW employee provide you with a hard copy of the Purchase Order.
4. Please include the store location number if different from the 'Ship to' address.
5. All Invoices must be **typed** – handwritten invoices and pictures of invoices cannot be processed.
6. Please follow Sunbelt Rentals' shipping instructions listed on the bottom of our Purchase Order
7. Questions regarding the order and/or PO number should be directed to the Sunbelt / WFW employee who placed the order.
8. Banking information is **required** for payment for all USD invoices. All CAD invoices will be paid by check.
9. Questions regarding the Supplier Information Packet and/or the need for a Credit Application should be emailed to: [Supplier.Request@SunbeltRentals.com](mailto:Supplier.Request@SunbeltRentals.com)
10. Questions regarding your vendor account should be made to the Accounts Payable Department
  - Email: [AP.Canada@SunbeltRentals.com](mailto:AP.Canada@SunbeltRentals.com)
  - Accounts Payable: 803-578-9271
  - eFax: 803-578-6775
- 11. Statements** can be emailed to: [AP.Canada@SunbeltRentals.com](mailto:AP.Canada@SunbeltRentals.com)

**Keep this page for your records**

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