

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
GCI Saltex Anchor Glass Billing	Page : 1 of 1	Date : 07/07/06 Revision :
Author: Katherine C. Smith	ADM-PROC-CSR-ANCHOR	

Purpose: Billing Process for Anchor Glass account

Procedure: Anchor Glass has credit terms of 7 days. In order to help them stay within terms, as soon as the invoice is printed a copy should be faxed to the appropriate plant listed below:

Charlotte Draper-**Salem**-856 935 4547
Marilyn Althaus-**Henryetta**-918 652 8025
Linda Williams-**Elmira**-607 737 1286
Dottie Habeck-**Shakopee**-952 445 3189

Since we do not mail the invoice, please use the white copy as the hard AR file copy.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Debbie Souderes	CSR Team Leader		
2	Joni West	CSR		
3	Jillian Dyer	CSR		
4	Julia Green	AP/AR Clerk		
5	Dean Castaldo	Tech Support		
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