

# Affiliate Invoice and Payment Processing Instruction and Procedure

## Introduction

Guppy Media Inc is committed to promptly paying you for your service and in order to do so we have provided the following invoice and payment processing instructions.

Guppy Media processes invoices and payments on the 20th of each month provided that all the required documents are in place. If the invoice is not received by 20th, the payment processing may be delayed.

We look forward to building a strong relationship with your company.

## Required Documents

### IRS Form W-9:

Guppy Media required a completed IRS Form W-9 to be on file for all vendors. Please submit a completed W-9 if this is the first time you are providing services to Guppy.

## Account Name and Billing Address

The account name and billing address should be styled as follows:

Affiliate Legal Name

Street Address

Cit, State, ZIP

Country

## Invoice Information Requirements

Please include the following information on your invoice:

Affiliate Legal Name

CD Number

Invoice Number and Date

Remittance Address

Service Period

Contact Information (addresses, phone number, and e-mail address)

Invoices may be submitted by one of two methods

E-Mailed to [accounting@guppymedia.com](mailto:accounting@guppymedia.com) as an attachment (preferred method)

Mailed to Guppy Media Inc: 12443 Bel-Red Rd, Suite 320, Bellevue, WA 98005

Contact Information

If you have any questions or concerns related to invoice and payment, please contact us at [accounting@guppymedia.com](mailto:accounting@guppymedia.com) or call us at 425 450 9494.

Regards,

Accounting  
Guppy Media Inc