

Our billing address is:

**Sunbelt Rentals
P.O. Box 410928
Charlotte, NC 28241**

- Sending Invoices to any other address, dropping off invoices at a branch or giving an invoice to an employee will prevent the invoice from being processed for payment.
- If your invoice is not mailed to the address above and/or does not list our PO Box as the billing address it could be returned to you.
- Sunbelt will not process your invoice(s) for payment until the correct billing address is on the invoice.
- We do not accept invoices via fax, unless requested by the Corporate A/P Dept.
- Your invoices are processed according to our Purchase Order Number, if our purchase order number is not on the invoice it will not be processed for payment.
- Employee names are not purchase order numbers nor is the word “Verbal” and they will not be accepted as such.

Questions call Dana Killmer #4485 or Andrea Lily #7414.