

--SAMPLE BILLING AUTHORIZATION LETTER--
--ON YOUR COMPANY LETTERHEAD--

April 13, 2009

Robert Serb
Program Coordinator
Traffic Safety School
1007 Church St., Ste. LL01
Evanston, IL 60201

Dear Program Coordinator:

This is written to confirm our discussions for enrolling employees in driver safety courses. We have reviewed the driver safety courses offered by the Traffic Safety School of Northwestern University.

OUR COMPANY would like to send several employees to a Driver Safety Course in the upcoming months. We understand that the fee for each four-hour classroom course is \$50. The fee for the four-hour Online course is \$70. The fee for each eight-hour enrollment is \$80. Each student will receive a two-part certification of completion confirming their class participation and completion.

Employees will call the Traffic Safety School to arrange their own schedules, or I will fax their names to you. Employees need to identify themselves as OUR COMPANY employees and request that OUR COMPANY be billed for their enrollment.

We understand that if our employees miss a class once they enroll, they will be responsible for rescheduling and paying a rescheduling fee of \$20 for the four-hour class and \$30 for the eight-hour class.

We will give each employee a month to arrange their class time and want Traffic Safety School to bill us directly for our employees.

Send all invoices to:

Name of Accounts Payable Person
OUR COMPANY
Address
City, State, Zip

Sincerely,