

**FOXWOODS RESORT CASINO
RETAIL DIVISION
INVOICE INSTRUCTIONS**

1. Prepare one invoice per shipment / purchase order.
2. Include Purchase Order number on invoices and packing slips.
3. Invoice must indicate total quantity for each style, size and color in accordance with the purchase order.
4. Invoice detail (quantity by style, size and color) must agree with the packing slip sent with the shipment.
5. The units of measure on the invoice must agree with the units of measure on the purchase order.
6. Vendors will be debited \$50.00 plus any additional expenses incurred for each violation of these invoicing instructions. Please note that failure to comply with invoice instructions may also delay payment.
7. Forward your invoice and monthly statements to:

APFoxwoods@mptn.org

OR

Fax 860-312-3500

OR

Foxwoods Resort Casino
Retail Accounts Payable Department
P.O. Box 3777, 350 Trolley Line Boulevard
Mashantucket, CT 06338-3777