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CENTRAL
PLUMBING SPECIALTIES



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IMPORTANT INFO FROM OUR ACCOUNTS PAYABLE DEPARTMENT

Central Plumbing Specialties wants to pay you quickly & on time!
In order for us to do so we need your help.
Please follow some simple steps for success...

1. All invoices and statements should be e-mailed to our Accounts Payable in box: ap@cpsnys.com
Please make sure to change any old or incorrect e-mail addresses as quickly as possible. Salespeople should not be getting invoices
2. When possible, please try to separate your PDFs. We do not need individual e-mails, but it is easier to post when we have multiple invoices attached to the e-mail instead of one run on PDF. Please do not zip the files
3. Please instruct your sales department that verbal P.O., additions or changes should not be accepted. A new P.O. is required
4. For questions or problems regarding payments you can call or e-mail:
Robin Finelli; Controller 646.995.9179 RFinelli@tradesupplygroup.com
Norman Lehrman; AP Manager 914.899.6026 norman@cpsnys.com
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Thank you for your time and assistance

