

EMAIL DRAFT
BUSINESS SERVICES – PAYMENT INVOICE CHANGE

SEND DATE

TBD

AUDIENCE:

Customers who use TRAX or 1-time payment sites to pay for loads

MESSAGE:

Subject Line:

1. Change to TQL's Payment Methods
2. Payment Method Change
3. Online payments through TQL TRAX
4. Make payments faster with TQL TRAX
5. Payment portal change
6. Payment portal change and how to avoid it
7. Pay multiple invoices with TQL TRAX
8. Attention: payment portal change
9. Important update to payment portals
10. Invoice numbers now required for payments

Preheader:

Simplify your online payments with TQL TRAX when TQL's one-time payment portals update.

Body of Email:

We're updating our credit card and ACH payment portals. All online payments now require an open invoice number.

To continue using the one-time payment portals:

- Find your invoice number at the top of each load's rate confirmation
- Submit each payment with a single invoice number

Or use [TQL TRAX](#):

- View and pay multiple invoices with just a few clicks
- Tender truckload, LTL and IMDL loads
- Search and select instant quotes with LTL self-service
- Track all loads with live, interactive maps
- Access to all load documents on any device

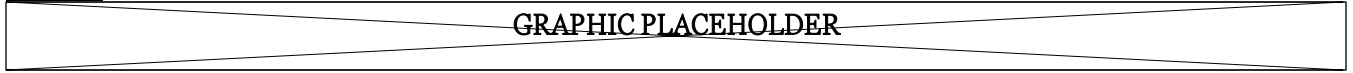
If you cannot find your invoice number or have additional questions, contact your Logistics Account Executive or call Client Services at 800.580.3101, option 2.

SENDER

NAME

Email to be sent from [EMAIL]

Footer:



APPROVALS REQUIRED

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