

From: [Lauri Yager](#)
To: [Marketing Team](#); [Sales Team](#)
Cc: [Shelley Seeley](#)
Subject: Help increase Accounting team's efficiency (Resend)
Date: Thursday, May 24, 2018 10:15:30 AM
Importance: High

Good Morning,

In an effort to improve accounting efficiencies with respect to e-mail communications, several generic Accounting/Orders e-mail addresses have been setup. Please kindly e-mail accounting, customer and order requests as follows. We will provide results in 24 hours or sooner unless there are unforeseen issues.

New system PO's: newsales@raptortech.com
Existing Cust PO's: orders@raptortech.com
Renewal Requests: renew@raptortech.com
Quote Requests: quotes@raptortech.com
Vendor forms: accounting@raptortech.com
Tracking requests: accounting@raptortech.com
Order questions: accounting@raptortech.com

In addition, please e-mail invoices, expense reports and Amex receipts to:

Raptor Invoices: payables@raptortech.com
Amex Receipts: amex@raptortech.com

Thank you all. Feel free to contact me directly if you need to escalate or expedite a request. Or if I left something off the list.

Kind Regards,

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To stop receiving messages from **Marketing Team** group, **stop following it**.