



Welcome!

My name is Terrie Garcia. I work in the Accounting department of Pittman Dental Laboratory. I would like to take this opportunity to thank you for allowing us the opportunity to serve you and your clients.

My goal is to provide you an understanding of our process for billing and accounts receivable for the companies account (Doctor ID). Statements are generated on the 1st business day of each month. The statement will reflect all invoicing for the prior month invoices. All accounts are due and payable by the 10th of each month. Late charges of 1 ½% per month will be charged from the due date on amounts unpaid over 30 days from the date of statement.

We offer the ability to make payments online, by accessing our website at www.pittmandental.com. We also offer an option referred to as Auto Pay. We would maintain your credit card on file and process the monthly payment for you. You would provide the date of the month that you would like the payment to be processed. We can email or fax you a confirmation of the processed payment, or your Credit Card statement could be the documentation for the payment processed.

Pittman Dental Laboratory employees are here to help you and we are committed to providing quality service and quality products.

Pittman Dental Laboratory office hours are 7:30 A.M. to 5:30 P.M., Monday through Thursday. On Friday's, we close at Noon and we are closed on weekends. Our phone number is 800-235-4720. Should you have any questions, you may reach me at ext. 130.

Sincerely,

Terrie L. Garcia

Accounting Department

Terrie.garcia@pittmandental.com