

Martignetti Companies

Carolina Wine & Spirits • Classic Wine Imports • Commonwealth Wine & Spirits • United Liquors

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Invoice Options

Dear Valued Customer:

We are rapidly approaching the time that we will be consolidating our sales operations into a new facility in Taunton. This move allows us to offer our customers a combined delivery service and consolidated invoice for all of our sales divisions: United Liquors, Classic Wine Imports, Commonwealth Wine & Spirits and Carolina Wine & Spirits.

We believe that for the majority of our customers a consolidated invoice provides several time and money saving benefits including:

- Faster receiving and check-in process for all deliveries
- Fewer invoices to track and manage
- One payment to cover all Martignetti Companies

The new consolidated invoice will group all items within a sales division and list them alphabetically on the invoice, the same way it is being done today. We recognize that one size does not fit all, and for a variety of reasons a consolidated invoice will not work for a small minority of our customers. Therefore, we are offering the following three (3) optional ways to "split" an invoice:

1. Split the invoice by sales rep - Separate invoices for each Martignetti Companies sales representative assigned to your account
2. Split the invoice by product - Separate invoices for liquor, wine, beer and non-alcoholic items
3. Split the invoice by sales division - Separate invoices for Carolina, Classic, Commonwealth, Century, Connoisseur and United

Please note that for customers utilizing a PO based ordering system, the submission of a purchase order will override all settings and the invoice will reflect the submitted PO.

If you prefer the new consolidated invoice, no action is required. Our system will automatically default to this setting when we start shipping combined deliveries, currently scheduled to occur on Monday, September 26th.

If you prefer to "opt out" of our consolidated automatic setting, please select one of the above mentioned three (3) choices and communicate back to us by Friday, September 16th. Email us at invoices@martignetti.com and indicate your preference. Please be sure to include your Account Name and Account # with your communication.

Lastly, if there is an issue with your invoice and you choose to short-pay it, we ask for your cooperation. Please indicate the nature of the discrepancy on either your check or ePay submission, by identifying the specific item on the invoice. This will allow us to research and rectify the problem quickly and efficiently. We look forward to enhancing your service experience with our company. We thank you for your business.

"As our customer, you are our first priority, and we pledge every day to earn the right to serve you."



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