



Divisions of TROY-CSL LIGHTING, INC.

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MANUFACTURERS OF DECORATIVE, ARCHITECTURAL, & SPECIFICATION LIGHTING PRODUCTS

## INSTRUCTIONS FOR CHECKS BY FAX (e.g. CHAX)

- (1) Photocopy your SIGNED check.
- (2) Indicate that this is a *CHAX* by writing CHECK BY FAX somewhere on the document.
- (3) Fax directly to the Credit Department @ 626.934.6430.
- (4) Remember to include remittance advice and any documentation that would normally be included if the check was mailed.
- (5) Do not mail the original...the fax is your payment.