



Expert Billing & More, Inc.

NOVEMBER 2006

HOLIDAY OFFICE HOURS: PLEASE NOTE OFFICE HOURS FOR THE UPCOMING HOLIDAYS. PLEASE BE SURE TO SUBMIT INVOICES TIMELY IN ORDER TO MEET THE DEADLINES. **IMPORTANT REMINDER:** ACS DOES NOT PROCESS CLAIMS AFTER WEDNESDAY WHEN THERE IS A HOLIDAY IN THE WEEK.



Thanksgiving Holiday: Office will be closed from 12:00 pm on Wednesday, November 22, 2006 through Friday, November 24, 2006. Normal operating hours will resume on Monday, November 27.



Christmas Holiday: Office will be closed from Thursday, December 21, 2006 through Tuesday, December 26, 2006. Normal operating hours will resume on Wednesday, December 27, 2006.



New Years Day: Office will be closed on Monday, January 1, 2007. Normal operating hours will resume on Tuesday, January 2, 2007.

**EXPERT BILLING WISHES YOU AND YOUR FAMILY A JOYOUS HOLIDAY SEASON
AND A PROSPEROUS 2007!**

REPEAT REMINDERS

NEW ADDRESS: PLEASE REMEMBER THAT WE HAVE MOVED. OUR NEW ADDRESS IS 1326 S. RIDGEWOOD AVENUE, SUITE 19, DAYTONA BEACH, FL 32114. PLEASE SEND ALL MAIL TO THIS ADDRESS FORWARDED MAIL TAKES 10-14 DAYS FOR US TO RECEIVE IT.

NEW PHONE NUMBER: EFFECTIVE IMMEDIATELY, PLEASE USE THE FOLLOWING PHONE NUMBERS:
MAIN NUMBER: 386-257-4349 FAX: 386-257-0816

IF YOU FAX YOUR INVOICES PLEASE REMEMBER TO CALL OR EMAIL TO VERIFY WE RECEIVED THEM THE SAME DAY YOU FAXED THEM. ALSO, PLEASE NUMBER YOUR PAGES # OF # SO THAT WE CAN BE SURE WE RECEIVED ALL PAGES. **IF YOU EMAIL YOUR INVOICES,** PLEASE WATCH FOR A CONFIRMATION EMAIL FROM US. IF YOU DO NOT RECEIVE ONE, PLEASE CALL BECAUSE THAT MEANS WE DID NOT RECEIVE THE EMAIL.

WEEKLY DEADLINE TO ENSURE INVOICES ARE PROCESSED FOR PAYMENT THE FOLLOWING WEEK IS **TUESDAY AT NOON.** ANYTHING SUBMITTED AFTER THIS TIME IS NOT GUARANTEED BY EXPERT BILLING OR ACS TO BE PROCESSED FOR THE FOLLOWING WEEK.

As always, please feel free to call if you have questions.