

# HOW TO SET UP YOUR BILLTRUST ACCOUNT

## INSTRUCTIONS

- 1 Go to [eqdepot.com/my-account/pay-online/](https://eqdepot.com/my-account/pay-online/)
- 2 Follow the links to our payment portal
- 3 Click "Sign Up" and use the account number and token code from your last invoice  
(Tokens will be viewable on any invoices mailed or emailed after January 19, 2026)

**EQUIPPED TO SERVE**  
**EQUIPMENT**  
**DEPOT**

**PARTS SALES INVOICE**

**Equipment Depot Pennsylvania**  
MECHANICSBURG  
741 INDEPENDENCE AVE  
MECHANICSBURG, PA 17055  
USA  
**EQDepot.Com**

Invoice Number: **1400176297**  
Invoice Date: **7/1/2025**  
Customer PO Number: **PM40288**  
Payment Terms: **NET 30 DAYS**  
Due Date: **7/31/2025**  
Invoice Total: **2153.46**

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**Bill To:** Test Customer  
docsAP@testcustomer.com  
John Doe  
3745 Test Rd  
Test, PA 17554

**Ship To:** Test Customer  
7064 Test Road  
Test PA 17015  
USA

**Customer ID** Test #  
**ED Order No** P10247095  
**Sales Person** Test  
**Parts Specialist** PNA\Test

**Ship to Code** 005  
**Shipping** Pickup at Location  
**Ship Date** 6/27/2025  
**Shipping Agent**  
**Shipping Service**

Item/Description	Unit	Order Qty	B/O Quantity	Ship Quantity	Unit Price	Total Price
CT97L5100010	Each	1	0	1	2,118.46	2,118.46
DRIVING CONT	Each	1	0	1	35.00	35.00
Parts - Freight			0	0		
			0	0		

Returned items subject to a restocking charge.  
Electronic components and special ordered items are not returnable.  
All cores must be returned within 30 days for inspection to receive a credit.

**Remit To:** Equipment Depot Pennsylvania, Inc.  
PO Box 8500-7647  
Philadelphia, PA 19178-7647

**Subtotal:** 2,153.46  
**Sales Tax PA-RS:** 0.00  
**Total USD:** 2,153.46

For questions regarding this invoice, please contact Accounts Receivable at 254.662.9022, Press # 1 or email AR-PA@eqdepot.com  
A nonrefundable surcharge of up to 3% may be applied to credit card payments where permitted by law. This fee does not exceed the cost incurred for card processing.

TO VIEW & PAY ONLINE: eqdepot.billtrust.com

ENROLLMENT TOKEN: WTQ RXX DFV

ACCOUNT # FOR ENROLLMENT: 6172X-EDPA

888.EQDEPOT  
EQDepot.com

EQUIPPED TO SERVE  
**EQUIPMENT**  
**DEPOT**

MATERIAL HANDLING \ WAREHOUSE SOLUTIONS \ SERVICE & PARTS \ RENTAL \ AERIALS & SPECIALTY EQUIPMENT \ FINANCING