

Invoice Requirements

Added November 18, 2013 revised June 2017 for LSC Communications

Please send invoices to the Bill-to on your Purchase Order unless otherwise stated on the PO or other arrangements have been made with LSC Communications.

For the email Bill-to:

- Email invoices and credit memos to lscinvoices@lsc.com as attachments.
- Only one invoice or credit memo per attachment.
- Multiple attachments are allowed in one email.
- Attachments can be PDF, TIFF, MS Word, or MS Excel files.
- Each invoice or credit memo can reference only one PO, but it must reference a PO.
- Do not send duplicate invoices or credit memos.
- Do not send comments in the body of the email. The email address is not monitored so any comments in the email will go unnoticed.
- Do not send invoices and credit memos to a different email address or by fax or mail.
- Send any inquiries about an invoice, credit memo or payment to LSCcustomerservice@lsc.com or PO Box 281949, Nashville, TN 37228, not the LSC Communications invoice email address.
- If emailing invoices as attachments is absolutely not an option, then mail invoices to PO Box 281949, Nashville, TN 37228.

For the regular mail Bill-to's (sites not on centralized invoicing):

- Mail invoices and credit memos to the street address on the Purchase Order.
- Each invoice or credit memo can reference only one PO, but it must reference a PO.
- Do not send duplicate invoices or credit memos.
- Do not send invoices and credit memos to the LSC Communications invoice email address or by fax.
- Send any inquiries about an invoice, credit memo or payment to the street address on the Purchase Order.