Your request for payment should be clearly marked as an original invoice (not a statement, agreement, contract or otherwise).

Include a unique invoice number and the corresponding invoice date.

Include your company and contact information:
- Name
- Full address
- Federal Tax Identification Number
- Phone and fax number for account and billing inquiries

Include Remit-To information (if different from company information)

Include the requestor/U.S. Cellular contact person's name in the Bill To address.

Use the dedicated P.O. Box to avoid delays in payment due to misrouting.

The U.S. Cellular PO number is a 10 digit number that starts with 45.

Include detail information regarding goods or services provided.

Include Remit-To information (if different from company information)

Include your Federal Tax Identification Number.

U.S. Cellular's standard payment terms are net 30 days, unless stated otherwise in a master service agreement.