



Important Notice

January 2009

Accounts Receivable Department

Kautex Lavonia has implemented the **FINANCE SHARED SERVICE CENTER** to process Accounts Payable transactions.

In order to ensure prompt processing and payment, we would request that **effective immediately** vendors remit all invoices for **Kautex Lavonia** and any associated payment inquiries to:

Send hard copy invoices to:

Textron
Finance Shared Service Center
ATTN: Kautex Lavonia
PO Box 77006
Fort Worth, TX 76177-0087

Send electronic invoices or faxes:

Email: apkautexlavonia@textron.com

Fax: 866-492-1831

Submit payment inquiries to:

Telephone: (817) 590-1250

Fax: (866) 668-4852

Email: AP@textron.com

Office hours:

8:00 a.m. to 4:30 p.m. CST

This notification impacts the payment process for **Kautex Lavonia** only. If you work with other Kautex locations or other Textron businesses and have not been notified of a change in their business unit processes, please continue your normal practice with those divisions. In the future, the Accounts Payable activities of other Textron businesses will be moved to the Textron Finance Shared Services Center, and you will be notified of the transition at that time.

Invoices sent to the Textron Finance Shared Service Center can be hard copy, electronic (PDF or tiff preferred) or faxed images. The **purchase order** number must be on the invoice; without this information the processing of the invoice may be delayed or a resubmission with the correct information may be requested.

Should you have any questions related specifically to the address change, please send an email to AP@textron.com.

Thank you for your cooperation and support.