



# Doing Business With WillScot Mobile Mini

We're dedicated to making doing business with WillScot Mobile Mini secure and simple for you. Inside you will find detailed information related to invoicing and payments.



# Invoice Services and Payment Options

EFFECTIVE JANUARY 1, 2024

Electronic delivery is the most efficient option to receive your invoices, although you still have the option to receive paper invoices. To ensure electronic delivery of your invoices, consider setting up a generic email that can be monitored by more than one of your employees.

<b>Billing Cycle:</b>	WillScot Mobile Mini generates invoices on the first day of the rental cycle. The day you take delivery generally determines the start of your rental cycle. Each subsequent billing cycle, WillScot Mobile Mini will send an invoice which is due according to your terms. Our standard billing cycle is 28 days, and our standard payment terms are Net 10.
<b>Purchase Orders:</b>	If your invoice requires reference to a purchase order, please submit a copy of your purchase order to your salesperson or remit to <a href="mailto:customersuccess@willscot.com">customersuccess@willscot.com</a> .
<b>Sales Tax:</b>	To claim exemption from sales tax assessment, please email a copy of your valid sales tax exemption or direct pay authorization to <a href="mailto:customersuccess@willscot.com">customersuccess@willscot.com</a> . Customers may remain liable for sales taxes imposed prior to WillScot Mobile Mini's receipt of valid exemption documentation.
<b>Interest Charges:</b>	If payments are not received within the agreed upon terms, the balance due will be subject to interest charges at 1.5% per month, per past due invoices on each contract.
<b>Late Charges:</b>	If payments are not received within the agreed upon terms, a late charge of \$35.00 per delinquent contract will be applied to your next cycled invoice on that contract.
<b>Personal Property Fee:</b>	WillScot Mobile Mini charges a fee on rentals in states that have a personal property tax as a cost of doing business in those states.

## PAYMENTS

Electronic funds transfers (ACH), bank to bank, are the most efficient and cost-effective way to make payments. For customers that prefer other payment methods, payments can also be made by credit card or ACH via MM Connect, our secure online payment portal, or by traditional paper checks mailed to the appropriate lockbox address below. Please do not send checks to any other address other than our lockboxes. Regardless of the payment method you choose, we are always here to help.



<b>Lien Waivers:</b>	Submit all lien waiver requests and questions directly to: <a href="mailto:lien.waivers@willscot.com">lien.waivers@willscot.com</a> .
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## INSURANCE REQUIREMENTS

<b>Lessee Responsibilities:</b>	Lessee shall maintain commercially reasonable insurance limits covering the Equipment replacement cost. Lessee may obtain insurance for their contents at their discretion or can elect to participate in a third-party Contents Insurance program provided through Lessor for a fee. Coverage programs offered to Lessee including General Liability, Loss Damage Waiver and Content Insurance details can be found at <a href="http://willscot.com/the-essentials/insurance-and-waivers-package">willscot.com/the-essentials/insurance-and-waivers-package</a> .
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Note: If you require a WillScot Mobile Mini certificate of insurance, please email: [riskmanagement@mobilemini.com](mailto:riskmanagement@mobilemini.com)

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## PAYMENT OPTIONS

<p><b>1. Direct Payment</b> <i>Preferred Method</i></p>	<p>Electronic payment initiated by your Accounts Payable department through your bank. When paying via ACH, a remittance advice must be sent to <a href="mailto:cashws@willscot.com">cashws@willscot.com</a> at the time of payment for accurate posting.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>USD PAYMENTS</b></p> <p>Bank Name: Bank of America Bank Address: 9000 Southside Blvd, Jacksonville, FL 32256</p> <p>Account Name: Williams Scotsman, Inc ACH/ABA: 071000039 Account: 008188903200 SWIFT Code: BOFAUS3N Wire Routing: 026009593 Bank Contact: Sharon Olney 888-715-1000 x22157</p> </td> <td style="vertical-align: top;"> <p><b>CANADIAN PAYMENTS</b></p> <p>Bank Name: Bank of America National Association, Canada Branch Bank Address: 181 Bay Street, 5th Floor Toronto ON M5J 2V8</p> <p>Account Name: Williams Scotsman of CDA Inc. Account Currency: Canadian Dollars Account Number: 47183222 Bank ID: 241 Bank Transit: 56792 ACH Routing: 024156792 SWIFT Code: BOFACATT</p> </td> </tr> </table>	<p><b>USD PAYMENTS</b></p> <p>Bank Name: Bank of America Bank Address: 9000 Southside Blvd, Jacksonville, FL 32256</p> <p>Account Name: Williams Scotsman, Inc ACH/ABA: 071000039 Account: 008188903200 SWIFT Code: BOFAUS3N Wire Routing: 026009593 Bank Contact: Sharon Olney 888-715-1000 x22157</p>	<p><b>CANADIAN PAYMENTS</b></p> <p>Bank Name: Bank of America National Association, Canada Branch Bank Address: 181 Bay Street, 5th Floor Toronto ON M5J 2V8</p> <p>Account Name: Williams Scotsman of CDA Inc. Account Currency: Canadian Dollars Account Number: 47183222 Bank ID: 241 Bank Transit: 56792 ACH Routing: 024156792 SWIFT Code: BOFACATT</p>
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<p><b>2. Online Payment</b></p>	<p>WillScot Mobile Mini offers a self-serve option for you to view, print, and pay your invoices free of charge</p> <p>The MM Connect customer portal allows you to:</p> <ul style="list-style-type: none"> <li>• Easily import and download information</li> <li>• View, print and pay invoices online via ACH or credit card</li> <li>• Pay multiple invoices at once</li> <li>• Make an online payment, review invoices, or sign up for electronic invoicing</li> <li>• Enable automatic recurring payment using the Auto Pay feature</li> </ul> <p>To enroll, all you need is your account name and number, or the last four digits from a payment method on file.</p> <p><b>MM Connect Portal: <a href="http://portal.mobilemini.com">portal.mobilemini.com</a></b></p> <p>Any questions or problems regarding your account can be addressed by our dedicated customer service team. Contact us directly at 1-800-782-1500 or at <a href="http://willscot.com">willscot.com</a>.</p>		
<p><b>3. Paper Check Payment*</b></p>	<p>Please mail all paper check payments directly to WillScot Mobile Mini's lockbox address:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>USD PAYMENTS</b></p> <p><b>William Scotsman, Inc</b> DBA Mobile Mini P.O. Box 91975 Chicago, IL 60693-1975</p> </td> <td style="vertical-align: top;"> <p><b>CANADIAN PAYMENTS</b></p> <p><b>Williams Scotsman of Canada, Inc</b> WSMM C/O 911630 P.O. Box #4090 STN A Toronto, Ontario M5W 0E9</p> </td> </tr> </table> <p><i>*Paper check processing fees may apply.</i></p> <p>If you have any questions or need additional assistance, contact our customer service team at 1-800-782-1500 or <a href="mailto:customersuccess@willscot.com">customersuccess@willscot.com</a>.</p>	<p><b>USD PAYMENTS</b></p> <p><b>William Scotsman, Inc</b> DBA Mobile Mini P.O. Box 91975 Chicago, IL 60693-1975</p>	<p><b>CANADIAN PAYMENTS</b></p> <p><b>Williams Scotsman of Canada, Inc</b> WSMM C/O 911630 P.O. Box #4090 STN A Toronto, Ontario M5W 0E9</p>
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# Customer Support and Service

Our people, our temporary offices, portable storage and containment solutions, and our network of locations – everything about WillScot Mobile Mini is Ready to Work. So let's get started!



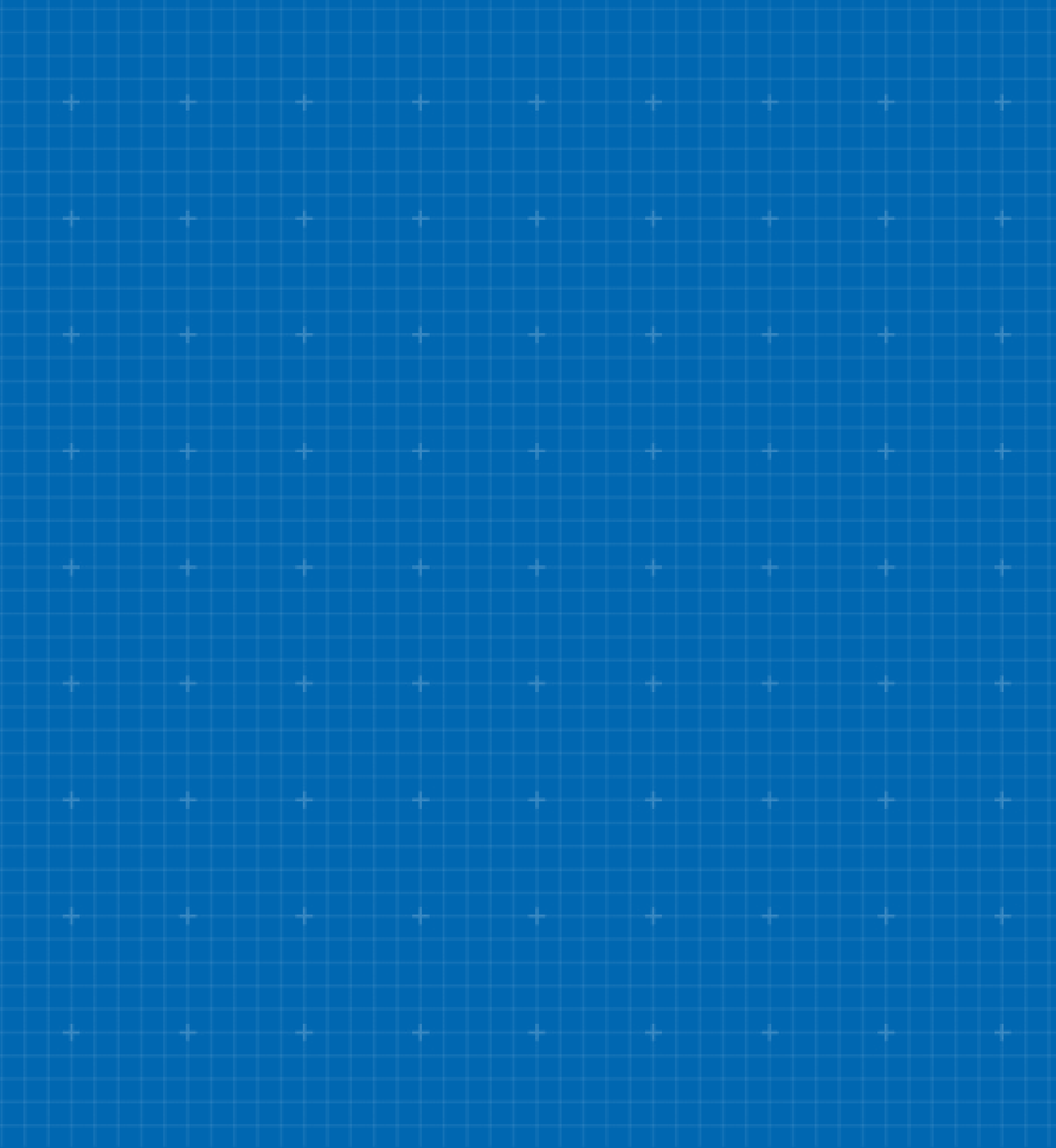
Give us a call at: 1-800-782-1500

- For Sales related requests, please select option 1.
- For Service related requests, please select option 2.
- To make a payment, please select option 3.
- For questions about invoice/billing, please select option 4.



You can also chat on our website:  
[willscot.com](http://willscot.com)





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