



## NEW CUSTOMER INFORMATION FORM

DATE \_\_\_\_\_ SALES REP \_\_\_\_\_ ACCOUNT# \_\_\_\_\_

### COMPANY INFORMATION

COMPANY NAME \_\_\_\_\_ TYPE OF BUSINESS \_\_\_\_\_

A DIVISIONS OF \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### BILLING/SHIPPING INFORMATION

BILLING ADDRESS (IF DIFFERENT) \_\_\_\_\_ TIME IN BUSINESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_ EMAIL \_\_\_\_\_

A/P CONTACT \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SHIP TO \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### A/P PROTOCOL

FREIGHT ITEMS \_\_\_\_\_ R-SIDE OF PAGE \_\_\_\_\_ L-SIDE OF PAGE \_\_\_\_\_

A/P CUT OFF \_\_\_\_\_ OTHER (GATHER INDUSTRY SPECIFIC INFO) \_\_\_\_\_

ANY SPECIAL BILLING INSTRUCTIONS \_\_\_\_\_

RESALE TAX # \_\_\_\_\_ PURCHASE ORDERS? \_\_\_\_\_ # OF INVOICE COPIES NEEDED \_\_\_\_\_

IS YOUR COMPANY A  CORPORATION  PARTNERSHIP  SOLE PROPRIETORSHIP  
(IF PARTNERSHIP OR SOLE PROPRIETORSHIP, PLEASE PROVIDE INFORMATION ON THE PRINCIPALS BELOW)

### NAME(S) OF PRINCIPAL(S)

1 \_\_\_\_\_ TITLE \_\_\_\_\_ SS# \_\_\_\_\_

2 \_\_\_\_\_ TITLE \_\_\_\_\_ SS# \_\_\_\_\_

3 \_\_\_\_\_ TITLE \_\_\_\_\_ SS# \_\_\_\_\_

### WHO ARE YOU CURRENTLY BUYING FROM ON CREDIT TERMS?

1 \_\_\_\_\_ LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

2 \_\_\_\_\_ LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

3 \_\_\_\_\_ LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

YOUR BANK \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION \_\_\_\_\_ CONTACT \_\_\_\_\_

CHECKING # \_\_\_\_\_ SAVINGS# \_\_\_\_\_

**On behalf of the above company/business; I authorize to run any needed credit reports and/or contact my trade references for credit ratings.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**PROCESS AT ONCE - PENDING SALE!**

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