**New Customer Account Form**

|  |
| --- |
|  |

Legal Business Name of Account:

|  |
| --- |
|  |

Billing Address:

|  |
| --- |
|  |

Shipping Address:

|  |
| --- |
|  |

Phone Number:

|  |
| --- |
|  |

Tax ID #:

|  |
| --- |
|  |

Primary Contact Name:

|  |
| --- |
|  |

Primary Contact Email:

|  |
| --- |
|  |

AP Email Address:

Invoice Preference - 🞏 Email or 🞏 Print/Mail

|  |
| --- |
|  |

Fed Ex and or UPS Account Number:

 (shipping using your account)

**Required Documentation**

🞏 - Credit Reference Sheet if requesting terms

* Bank Reference Information
* 3 Trade References with contact information
* Minimum order Requirements
	+ Minimum Order plus freight is $150.00
	+ Minimum order to ship FFA is $500.00
	+ Minimum order to request Net 30 Terms is $500.00

 🞏 - Resale Documentation based on states requirement

 🞏 - Signed Sales Tax Exemption Form

 🞏 - Credit Card Information if no terms are requested

**Internal Use Only**

|  |
| --- |
|  |

**Sales Rep Name:**

|  |
| --- |
|  |

**Broker (if applicable)**

|  |
| --- |
|  |

**State exemptions:**