



NEW CUSTOMER SETUP & CREDIT APPLICATION

1. COMPANY INFORMATION

Legal Company Name _____
Billing Address _____
City / State / ZIP _____

2. CONTACT INFORMATION

Primary Contact Name _____
Email _____
Phone _____

3. ACCOUNTS PAYABLE

A/P Contact Name _____
A/P Email (for invoices) _____
PO Required? Yes No

4. ORDER DETAILS

Product / Service _____
Estimated Order Volume _____
Requested Start Date _____

5. TAX STATUS

EIN _____
Tax Exempt? Yes No

6. REQUIRED DOCUMENTS

- W-9
- Tax Exemption / Resale Certificate (if applicable)
- Purchase Order (if required)

7. CREDIT TERMS REQUEST

- Apply for Credit Terms

Credit terms require completion of the credit application section below.

8. CREDIT APPLICATION

Complete only if applying for credit terms.

Credit Amount Requested _____

Requested Terms: Net 15 Net 30 Net 60 Other

Bank Reference

Bank Name _____

Contact Name _____

Phone _____

Trade References

Company _____ Phone _____

Company _____ Phone _____

Company _____ Phone _____

Bankruptcy History

Has the company filed for bankruptcy? Yes No

If yes, explain _____

9. AUTHORIZATION

I certify that the information provided is accurate and authorize verification if credit is requested.

Signature _____ Date _____

Name / Title _____