



# CUSTOMER INFORMATION SHEET



## GENERAL INFORMATION (TO BE COMPLETED BY CUSTOMER)

<b>CUSTOMER NAME</b>							
<b>BUSINESS TYPE</b>	<input type="checkbox"/> RETAIL			<input type="checkbox"/> NOT FOR RETAIL			
<b>TAX ID #</b>							
<b>BILLING ADDRESS</b>							
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>			
<b>TELEPHONE NUMBER</b>				<b>EMAIL</b>			
<b>SHIPPING ADDRESS</b>							
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>			
<b>BUYER NAME</b>				<b>CONTACT INFO</b>			
<b>BUYER ASSISTANT NAME</b>				<b>CONTACT INFO</b>			
<b>ACCOUNTS PAYABLE NAME</b>				<b>CONTACT INFO</b>			
<b>INVOICE DELIVERY METHOD</b>	<input type="checkbox"/> MAIL			<input type="checkbox"/> EMAIL			
<b>INVOICE CONTACT INFO</b>							

## LOGISTICS INFORMATION (TO BE COMPLETED BY CUSTOMER)

<b>FREIGHT</b>	<input type="checkbox"/> FREIGHT ADDED TO INVOICE		<input type="checkbox"/> COLLECT				
<b>COLLECT CARRIER PREFERENCE</b>	<input type="checkbox"/> UPS	<input type="checkbox"/> FED EX	<input type="checkbox"/> OTHER:				
<b>COLLECT ACCT NUMBERS</b>							

## ADDITIONAL INFORMATION

<b>WILL YOU BE RESELLING THESE ITEMS?</b>	<input type="checkbox"/> YES * IF YES, PLEASE PROVIDE TAX RESALE CERTIFICATE	<input type="checkbox"/> NO * IF NO, APPLICABLE TAXES WILL APPLY
<b>IS YOUR ORGANIZATION A NON PROFIT?</b> PLEASE PROVIDE 501 (C)/NON-PROFIT CERTIFICATIONS IN ADDITION TO COMPLETING THIS FORM	<input type="checkbox"/> YES	<input type="checkbox"/> NO