



INDIANA
 5820 Fortune Circle West Drive
 Indianapolis, IN 46241
 Phone: 317.243.9234

OHIO
 5310 Crosswind Drive
 Columbus, Ohio 43228
 Phone: 614.294.6444

New Account Form

Salesperson _____ Date _____

Customer Number _____ Type of Business _____

Name of Company _____

Management Group _____

Office Number _____ Fax number _____

Billing Address _____

Accounting Contact _____ Phone No. _____

E-mail _____

Purchasing Contact _____ Cell # _____

Purchasing Phone # _____ E-mail _____

Shipping Address _____

Receiving Contact _____ Cell # _____

Business Hours _____

Receiving Hours _____

Special Receiving Instructions _____

	Dock?	YES	NO	Forklift?	YES	NO
Pricing on Del. Ticket	Yes		No			
Invoices via	E-mail	With order		Mail		
Statements via	E-mail		Mail			
Web Order Entry?	Yes		No			

Accounting E-mail address _____

Customer's tax exempt status Taxable Non-taxable Variable

(Tax exempt form MUST be attached if customer claims exemption from paying sales tax.)
 Fuel surcharge and minimum order charges will be added to all applicable orders.

INCOMPLETE FORM MAY RESULT IN A DELAY IN THE ACCOUNT SET UP PROCESS