

DATE \_\_\_\_\_



ACCOUNT \_\_\_\_\_

**NEW CUSTOMER INFORMATION SHEET**

DBA NAME \_\_\_\_\_ CORP NAME \_\_\_\_\_

SHIP TO: \_\_\_\_\_ BILL TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

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

PHONE #( ) \_\_\_\_\_ PHONE #( ) \_\_\_\_\_

FAX #( ) \_\_\_\_\_ FAX #( ) \_\_\_\_\_

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

STATE RESALE # \_\_\_\_\_ CREDIT TERMS \_\_\_\_\_

SPECIAL DELIVERY INSTRUCTIONS \_\_\_\_\_ HRS OF OP \_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_

PURCHASING CONTACT \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER'S NAME (A/R CONTACT) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ CELL NUMBER( ) \_\_\_\_\_

SALES REP NAME \_\_\_\_\_ REP # \_\_\_\_\_

CHAIN CODE \_\_\_\_\_ LINK \_\_\_\_\_ PRICE ZONE \_\_\_\_\_ CLASS \_\_\_\_\_

BID #'S \_\_\_\_\_ PRINT STATEMENT (PLEASE CIRCLE) YES NO

**ROADNET INSTRUCTIONS**

CROSS STREET \_\_\_\_\_ DOCK/STAIRS ? \_\_\_\_\_

Can we substitute items that are not in stock? Yes or No (please circle one)

Can we leave an order if no one is available? Yes or No (please circle one)

If yes, Print Name \_\_\_\_\_ Signature \_\_\_\_\_

HOURS OF OPERATION AM \_\_\_\_\_ TO \_\_\_\_\_ PM \_\_\_\_\_ TO \_\_\_\_\_

PREFERRED DELIVERY DAYS: (PLEASE CIRCLE) MON TUES WED THURS FRI

PREFERRED DELIVERY TIMES- (5 HR WINDOW REQUIRED)  
AM \_\_\_\_\_ TO \_\_\_\_\_ PM \_\_\_\_\_ TO \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE-FOR OFFICE USE ONLY**

DAYS SCHEDULED MON TUES WED THURS FRI (PLEASE CIRCLE)

ESTIMATED DELIVERY TIME SCHEDULED \_\_\_\_\_

ROUTER'S SIGNATURE \_\_\_\_\_ (RETURN TO GENERAL MANAGER)