

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

ROUTING 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 TRANSPORTATION DEPT USE ONLY

DAYS SCHEDULED MON TUES WED THURS FRI (PLEASE CIRCLE)

ESTIMATED DELIVERY TIME SCHEDULED _____

ROUTER'S SIGNATURE _____ (RETURN TO GENERAL MANAGER)

Customer Information Sheet - FOR DRIVERS

CUSTOMER NAME:

CUSTOMER NUMBER:

MOST IMPORTANT NOTE FOR THIS CUSTOMER:

Ex: Must be between 9-12; Use Red Door ONLY: Call Joe when you get there; Do not park in the driveway: Collect check every time: Customer needs a pre printed invoice prior to delivery

Nearest Cross Streets:

Best Truck Parking Area:

- BACK SIDE OF BUILDING BY DUMPSTER FRONT ENTRANCE NEXT DOOR IN THE STREET
- NORTHSIDE SOUTHSIDE EASTSIDE WESTSIDE ...of the building

EX: Back in to the alley on the south side of te building; Use Dock Door # 23; Pull striaght in and line up on the door with JOE'S PIZZA on it.

Delivery Entrance:

Back door Side door Dock Chute

EX: Go in back entrance and ask Jose to open the chute on the east side of the building;

Special Equipment Needed:

Curb ramp Pallet jack Forklift
Customer supplied: Forklift, Curb ramp Pallet jack

Where do we put these items?

Dry: STRAIGHT IN UPSTAIRS DOWNSTAIRS STORAGE AREA

If a Storage Area, where is it? To the LEFT RIGHT DOWNSTAIRS

Chill: STRAIGHT IN UPSTAIRS DOWNSTAIRS REFRIGERATOR

If Refrigerator where is it? To the LEFT RIGHT STRAIGHT IN DOWNSTAIRS

Frozen: STRAIGHT IN UPSTAIRS DOWNSTAIRS FREEZER

If Freezer, Where is it? LEFT RIGHT STRAIGHT IN UPSTAIRS DOWNSTAIRS

Hazardous: STRAIGHT IN UPSTAIRS DOWNSTAIRS STORAGE ROOM

If Storage Room, where is it? LEFT RIGHT UPSTAIRS DOWNSTAIRS

Point of Contact:

Alarm code / Instructions:

SPECIAL INSTRUCTIONS: