



NEW ACCOUNT FORM

No. of Pages _____
(including cover sheet)

1111 Wheeling Road, Wheeling IL 60090-5795
PHONE: 1.800.323.7556
FAX: 1.800.435.5707

ACCOUNT #

Please do not write in margins.

REP: _____

QUANTITY	ITEM NO.	COLOR	DESCRIPTION	LIST PRICE	DISC %	NET PRICE

Applicable freight charges and taxes will be added to your invoice.

Thank you for your order! **TOTAL** _____

Special Instructions:

PRIMARY CONTACTS PHYSICAL MAILING ADDRESS AND BRANCH INFORMATION:

NAME: _____
 ADDRESS: _____
 TITLE: _____
 CITY/STATE/ZIP: _____
 PHONE: _____ FAX: _____
 ORDERING CONTACTS EMAIL: _____

NUMBER OF BRANCHES/LOCATIONS: _____
 WOULD YOU LIKE TO RECEIVE ELECTRONIC INVOICES?: YES NO
 CONTACT NAME: _____
 EMAIL FOR ELECTRONIC INVOICES: _____
 INSTRUCTIONS: Please send this form to Linda Feltner for processing. Linda will verify new account status or send it back to you if it is a duplicate account. Once approved as a New Account, the form will be passed onto Customer Operations to be entered into MFG pro.

ACCOUNTING INFORMATION:

CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS
 CREDIT CARD NO: _____ SECURITY CODE: _____
 EXPIRATION DATE: _____
 CARDHOLDER'S NAME: _____
 SIGNATURE: _____
 TAX INFORMATION (Must Provide Exemption Certificate)

SHIP TO:

Complete only if order is to be shipped to a different address than shown above (we cannot ship to a P.O. box).
 ATTENTION: _____
 COMPANY LEGAL NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 COUNTY: _____
 PHONE: _____ FAX: _____

METHOD OF SHIPMENT:

BEST WAY
 (orders will be shipped UPS, Parcel Post, or Truck to assure fast delivery)
 OVERNIGHT SERVICE 2ND DAY SERVICE
 (additional charges will apply)
 SPECIAL ROUTING: _____
 ALL SHIPMENTS F.O.B. FACTORY WAREHOUSE

SOLD TO:

NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 COUNTY: _____ CLASS CODE: _____
 PHONE: _____ FAX: _____
 EMAIL: _____
 I have verified quantity, description, imprint and price. DATE: _____
 I am aware that custom-made orders are not returnable.
 NAME: _____
 (Please print)
 SIGNATURE: _____

INTEROFFICE USE ONLY:

ORDER NO.: _____ DATE/INITIALS: _____
 F.G. ORDER NO.: _____
 SPECIAL DISCOUNT (IF ANY): _____