



New Customer Set-Up Information

Date: _____

Bill To

Name and Address:

Phone #: _____

Fax #: _____

UPS or FedEx Collect #: _____

Accounts Payable Contact Name:

Email: _____

Taxable (Check One): Yes No*

**If exempt, attach a Sales Tax Exemption form.
No orders will be placed until we know the tax status of the customer and/or receive the appropriate forms.*

Email Address to Receive Invoices: *(Optional)*

List Three (3) Trade References:

_____	_____	_____
_____	_____	_____
_____	_____	_____
Acct. #: _____	Acct. #: _____	Acct. #: _____
Phone #: _____	Phone #: _____	Phone #: _____

Ship To Same as Billing

Name and Address: *Please fill out if not the same*

Phone #: _____

Fax #: _____

*Hartwig's Standard Terms are Net 10 Days
ACH Information Available Upon Request
Credit Cards Accepted*

Bank Reference:

Acct. #: _____

Phone #: _____

New customer set-up questions can be directed to:

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