New Client Set-Up

Company	
Street 1	
Street 2	
City, ST Zip	
FEIN	

Purchasing Contact	
Email	
Phone	
Cell Phone	

SMT Contact	
Email	
Phone	
Cell Phone	

A/P Contact	
Email	
Phone	
Electronic Billing/ACH	Elec. Invoices OK?_____ Address: ACH? Y / N

Logistics Contact	
Email	
Phone	
Cell Phone	

FedEx Acct #	
UPS Acct #	

(If both account numbers provided, which method do you prefer?)

Shipping Address	
Company	
Street 1	
Street 2	
City, ST Zip	

Vendor ID = NPI	
Transaction Type:	Discrete PO _____ End Customer Blanket PO _____ General Blanket PO ____