



## **NEW CUSTOMER/UPDATED CUSTOMER INFORMATION FORM**

**DATE:**

**BILL TO COMPANY NAME:**

**BILL TO COMPANY ADDRESS:**  
*(INCLUDE CITY AND STATE)*

**ACCOUNTS PAYABLE CONTACT NAME(S):**

**ACCOUNTS PAYABLE EMAIL ADDRESS(S):**

**ACCOUNTS PAYABLE PHONE #:**

**ELECTRONIC INVOICING EMAIL ADDRESS(S) (*Required*):**

IF YOU WOULD LIKE AN EMAIL TO BE SENT TO RECEIVE SHIPMENT STATUS UPDATES PLEASE PROVIDE EMAIL ADDRESS(S) BELOW:

\*For new customers we require upfront payment of the first shipment, then we will open an account for your company if you have continued business. Our standard terms for customers are NET 15 for all future billing. We accept credit cards for the first delivery with a 3% credit card processing fee. The below forms of payment for future invoicing:

Checks, Credit Cards (upon request with 3% processing fee), and ACH Payments (electronic fund payments to Hummingbird Express Logistics)

*\*\*Please contact Claire Garcia at [ap@hbelogistics.com](mailto:ap@hbelogistics.com) for ACH bank information.*

**THANK YOU FOR CHOOSING HUMMINGBIRD EXPRESS LOGISTICS 2016 LLC**