



Customer Account Setup Form

sales@antheragroup.com | antheragroup.com

New Customer Account Setup

Please complete this form so Anthera Group can set up your customer account, billing profile, shipping information, tax documentation, purchasing contacts, and resale certificate status.

1. Company Information

Legal Business Name *

DBA / Trade Name

Business Type

Federal EIN / Tax ID

Business Phone *

Business Website

Business Description / Industry

2. Primary Contact

Primary Contact Name *

Title / Role

Email *

Mobile Phone

3. Billing Information

Billing Company Name

Accounts Payable Contact

Accounts Payable Email *

Accounts Payable Phone

Billing Street Address *

Billing Address Line 2

Billing City *

Billing State *

Billing ZIP *

Billing Country

4. Shipping Information

Shipping address is the same as billing address.

Shipping Street Address *

Shipping Address Line 2

Shipping City *

Shipping State *

Shipping ZIP *

Shipping Country

Delivery Type

Receiving Hours

Shipping Notes / Delivery Instructions

5. Tax & Resale Certificate

Purchasing for Resale? Yes / No / Not Sure

Resale / Seller Permit Number

Certificate State

Certificate Expiration Date

Valid resale certificate attached.

Resale certificate will be sent separately.

If purchasing for resale, please attach a valid resale certificate with the completed form. Tax-exempt status may require review and approval before tax-exempt orders can be processed.

6. Purchasing & Account Preferences

Requested Payment Terms

Preferred Payment Method

Authorized Buyers - Names and Emails

Additional Notes

7. Authorization

Authorized Representative Name ***Title / Role****Date****Signature**

I certify that the information provided is accurate and that I am authorized to submit this account setup request on behalf of the company listed above.
If purchasing for resale, I understand that I must provide a valid resale certificate before tax-exempt orders can be processed.

Internal Use Only

Account Number**Sales Rep****Customer Type****Credit Limit / Terms****Tax Exempt Approved By****Date Approved****Internal Notes**

Return completed form and resale certificate to sales@antheragroup.com. This form is intended to collect customer setup information for Anthera Group. Requirements vary by state and transaction type; consult a tax professional for guidance.