



## **New Account Set -Up**

**When setting up a new customer account, we will need the following information:**

- **Copy of resale certificate**
- **Billing and shipping address**
- **Routing instructions or shipping guideline (if the customer has any special requirements)**
- **Phone (*and Fax number*)**
- **Email address**
- **3 Credit references & Bank Info.**
- **Credit Cards for payment are accepted (but this will not setup Net30 credit for future ordering).**

**\*Please note: We will set up a new account at the same time when a customer is ready to place their first order.**