**NEW CUSTOMER CHECKLIST**

The following new customer forms need to be completed in order for us to process your order.

If you have any questions please call our office at (412) 347-0446 or by email [accounting@abpowell.com](mailto:accounting@abpowell.com) .

1. Credit Application – Submit your form or complete our form that is attached.
2. New Customer Form.
3. PA Tax Exempt Certificate.
4. WV Tax Exempt Certificate.
5. OH Tax Exempt Certificate.

We accept payment of invoices by the following.

1. Check
2. Visa – 3.5% Processing Fee
3. Mastercard – 3.5% Processing Fee
4. Discover – 3.5% Processing Fee
5. American Express – 3.5% Processing Fee
6. ACH