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| **5409 Enterprise Boulevard** |
| **Bethel Park, PA 15102** |
| **Phone: (412) 347-0446** |
| **Fax: (412) 347-0447** |
| **www.abpowell.com** |



**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 Kate or myself at (412) 347-0446 or by email Grace: [growland@abpowell.com](mailto:growland@abpowell.com) or Kate: [katek@abpowell.com](mailto:katek@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

***NOTE: We do not accept ACH or American Express as payment.***