



# New Account Set Up

**\*SIGNATURES ARE REQUIRED ON THIS FORM EVEN IF YOU ATTACH A PREPRINTED INFORMATION SHEET.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PO Required?: Y N Sales Tax Exempt?: Y N

**Sales tax exemption documentation is required. Please attach and return with application**

### Accounts Payable Information:

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

AP Contact's Email: \_\_\_\_\_

Email for Invoices: \_\_\_\_\_

### Jobsite Information:

Location: \_\_\_\_\_

Jobsite Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Terms: All accounts are closed on the last day of the month. Service charges are calculated on the last day of the month at 3% per month (36% per year) on all past due accounts. A late charge may be assessed on accounts 60 days or older. In the event it is necessary to enforce collection of this account or any of the portion of this account, buyer agrees to pay reasonable costs of collection and/or legal fees. Additionally, Koehler Welding Supply, Inc. shall retain ownership of the items purchased and the buyer assumes the risk of loss or damage to merchandise until such purchases are fully paid.**

I, the undersigned, hereby declare that I have read the foregoing application and agree to abide by terms as presented above. I further declare that all information presented by me on this application is complete and true as presented.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **INTERNAL USE:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Salesman: \_\_\_\_\_ Terms: \_\_\_\_\_