

# NEW CUSTOMER ENTRY FORM



6600 Corporate Center Pkwy.  
 Jacksonville, FL 32216  
 (904) 470-4196

DATE:	SALESPERSON:	NEW	EDIT
<b>BUSINESS CONTACT INFORMATION</b>			
Company Name:			
Primary Contact:			
Phone:	Fax:	Email:	
Company Billing address:			
City:	State:	Zip Code:	
Accounts Payable Contact:			
Phone:	Fax:	E-mail:	
Mailing/ delivery address:			
City:	State:	ZIP Code:	
Telephone:	Fax:	E-mail:	
<b>CREDIT CARD INFORMATION</b>			
Credit Card Type:	Card number:		
Expiration date:	Name on Card:		
Credit Card Billing address:			
City:	State:	ZIP Code:	
SIGNATURE:			
Contact:			
Residential or Commercial:			
Source of Customer (Referral, phone book, cold call etc.)			
Customer's Industry:			
Tax Exempt: yes/no		Tax Exempt #	
Customer Purchase Order required: Yes			
Credit Limit:		Terms:	
Notes:			
<p><b>**DEPOSIT REQUIRED FOR NEW CUSTOMERS**</b> In some instances a full pre-payment may be required.                  Once credit has been established a line of credit and terms will be granted.                  A Finance Charge of 1.5% per month (18% apr) will be assessed on unpaid balances beyond established terms.</p>			