



**NEW CUSTOMER FORM**

SAVE FILE AS

EMAIL DOCUMENT

\*See bottom of next page for instructions.

**COMPANY INFORMATION**

Company Name	
Website www.	
Address	
City/State/Zip	
Phone	
Fax	
Type of Business	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:
DUNS® Number (If you have one)	
Company Registration# (for foreign-owned companies only)	
Sale tax ID #	
Are you sales tax exempt?	<input type="checkbox"/> Yes <input type="checkbox"/> No           (If yes, an exemption certificate must be attached.)

**BUYERS INFORMATION**

Name	
Title	
Email (Please note: this will be your registered email for confirming orders.)	
Alternative/Skype/etc	
Phone	
Your Ext.	
Fax	

**ACCOUNTS PAYABLE**

AP Contact	
Preferred Contact Method	
Address	<input type="checkbox"/> Same as company address <input type="checkbox"/> AP Address is different, use address below;
Address	
City/State/Zip	

**PURCHASING INSTRUCTIONS** (Please select and complete one)

<input type="checkbox"/> P.O. required for all purchases	
<input type="checkbox"/> P.O. required only for orders over \$	
<input type="checkbox"/> Call for approval for orders over \$	
Approval Contact Name	
Authorization Phone Number	

**OPTIONAL PURCHASERS' NAMES** Complete this section only if you wish to regularly maintain authorized purchasers.

1	
2	
3	
4	
Mail Invoices to:	<input type="checkbox"/> Owner/Management <input type="checkbox"/> Company Property <input type="checkbox"/> Other:

**ROUTING INSTRUCTIONS**

Routing Contact	
Preferred Contact Method	
<input type="checkbox"/> We will supply Breyting Community Roaster™ with shipping and routing instructions per order. <input type="checkbox"/> Ship orders to company address. <input type="checkbox"/> Use address below for ALL shipments.	
Address	
City/State/Zip	
Do you have a preferred carrier or freight forwarder you want to use?	<input type="checkbox"/> No <input type="checkbox"/> Yes, see below
Contact	
Preferred Contact Method	
Account #	
Company Name	
Company Site www.	