

NEW ACCOUNT INFORMATION / CREDIT APPLICATION

PAGE 1 OF 2

KSS Sales Representative # _____

COMPANY NAME _____ **DBA NAME** _____
(As it appears on your tax returns)

Billing Information

BILLING CONTACT: Email Order Confirmation? YES _____ NO _____

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

BILL TO ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

Shipping Information (For multiple shipping addresses please attach on a separate sheet)

OFFICE CONTACT: Email Order Confirmation? YES _____ NO _____

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

SHIP TO ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PURCHASING CONTACT: Email Order Confirmation? YES _____ NO _____

NAME _____ **EMAIL** _____

PHONE _____ **FAX** _____

TYPE OF BUSINESS _____ **YEARS IN BUSINESS** _____

ARE YOU TAX EXEMPT? NO ___ YES ___ If Yes, please attach a Certificate of Exemption Form.
Taxes will be applied to all orders pending receipt of this form.

PRESIDENT _____ **VICE PRESIDENT** _____

OWNER _____ **MANAGER** _____

BANK NAME _____ **CONTACT** _____

BANK ADDRESS _____ **ACCOUNT #** _____

BANK PHONE _____ **FAX** _____

CREDIT REFERENCES:

1. **NAME** _____ **PHONE** _____

ADDRESS _____ **FAX** _____

2. **NAME** _____ **PHONE** _____

ADDRESS _____ **FAX** _____



CUSTOMER DELIVERY CONTACT INFORMATION FORM

Please provide the following information requested for delivery purposes and return this form with the New Account Form / Credit Application.

COMPANY NAME _____

RECEIVING CONTACT: On occasion we may need to reach you for delivery verification

#1: Name _____

#1: Phone _____

#2: Name _____

#2: Phone _____

Receiving Hours: _____

Signature required upon delivery? YES NO

CONTACT FOR DELIVERY CONFIRMATION: Who should receive the delivery email confirmation

#1: Name _____

#1: Email _____

#2: Name _____

#2: Email _____

May we leave product if nobody is there? If so, where to place product _____

Receiving Special Instructions _____

Do you close due to bad weather? _____

If yes, can we still deliver? _____

Who do we contact if closed: NAME _____

PHONE _____

Return to: KSS Enterprises / Accounting Department

Via email: ar@kssenterprises.com