



ACCOUNT OPENING

GENERAL INFORMATION	COMPANY NAME :			
	ADDRESS :			
	PHONE NUMBER :			
	TYPE OF MATERIALS :			EPS

SALES CONTACT / ACCOUNT MANAGER	CONTACT NAME:		
	EMAIL:		
	PHONE NUMBER:		

OTHER CONTACTS AND EMAILS	OTHER CONTACTS NAME:		
	EMAIL:		
	PHONE NUMBER:		
	JOB TITLE:		
	EMAILS TO SEND THE PURCHASE ORDERS / SALE ORDERS:		

BILLING / PAYMENT INFORMATION	TAX ID / IRS#:			
	BILLING ADDRESS:			
	PAYMENT TERMS:			
	CURRENCY:	CAD	USD	EURO
	UNITS:	LBS	KG	MT
	ACCOUNTS PAYABLE CONTACT:			
	PHONE NUMBER:			
	EMAIL:			
	ACCOUNTS RECEIVABLE CONTACT:			
	PHONE NUMBER:			

BANK INFORMATION	BANK NAME:			
	BANK ADDRESS:			
	ACCOUNT TYPE:			
	ABA ROUTING (ACH):			
	ABA ACCOUNT (ACH):			
	SWIFT CODE:			
	REMITTANCE / PAYMENT NOTICES EMAIL:			

SHIPPING / RECEIVING INFORMATION	SHIPPING / RECEIVING ADDRESS:						
	SHIPPING / RECEIVING CONTACTS NAME:						
	SHIPPING / RECEIVING CONTACTS EMAIL:						
	SHIPPING / RECEIVING CONTACTS PHONE:						
	SHIPPING / RECEIVING HOURS:		M	T	W	T	F
	DO WE NEED YOUR REFERENCE NUMBER ON DOCS:	YES	NO				

NOTES :						
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ONCE COMPLETED – PLEASE SEND IT TO YOUR REPRESENTATIVE

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