

# New Customer Setup Form

2022

[INSERT COMPANY LOGO HERE]  
ON WHITE BACKGROUND IN CASE  
LOGO HAS WHITE BACKGROUND

## Account Management Information

Customer Name

Contact Name

Contact Phone

Contact Email

## Accounting Information

AP Contact (who will handle payment of [INSERT] invoices?)

AP Email

AR Contact (who should we contact about deductions/chargebacks?)

AR Email

Payment Method

Payment Terms

EDI? Yes  No

EDI Contact Name

Contact Phone

Contact Email

## Shipping Address

Address Line 1

Address Line 2

City/State/ZIP

## Billing Address

Address Line 1

Address Line 2

City/State/ZIP

## [INSERT COMPANY] Sales Information

Sales Person Listed

Sales Phone

Sales Email