



# ACCOUNT SET UP REQUEST AND SPECIFICATION

Form #48 Rev. E 6/7/10

Please complete digitally or write in legible handwriting to avoid errors.

## Section I: About Your Company

Date: \_\_\_\_\_ Main Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Other Contact: \_\_\_\_\_  
Email: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Shipping Address, if different from above (N/A with COD):  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_

## Section II: About Your Project

We work in many facets of metal finishing. Please describe your products and finishes requested:

Base metal of item: \_\_\_\_\_ Nickel free processing? Y or N  
Plating service type: Rack Barrel PVD  
Pre-finishing services required: Tub/vibe Polish Satin Other \_\_\_\_\_  
Will you provide a color standard/ sample for us to match? Y or N  
Notes: \_\_\_\_\_

## Section III: Billing/Shipping Preferences

Preferred method of payment: COD Credit card Credit line (must apply, see your rep.)  
Account contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Preferred shipping company: \_\_\_\_\_ Account: \_\_\_\_\_  
Method: \_\_\_\_\_  
Email account to send tracking information: \_\_\_\_\_

## Internal Use

Customer number: \_\_\_\_\_ Date credit application review: / /  
Market code: \_\_\_\_\_ Controller approval: \_\_\_\_\_  
Salesperson assigned: \_\_\_\_\_