



# 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: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 Shipping Address, if different from above (N/A with COD):  
 Street: \_\_\_\_\_  
 State: \_\_\_\_\_ 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: \_\_\_\_\_