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## NEW ACCOUNT SET UP FORM

<b>Bill to Name:</b>	<b>Terms (Circle One):</b>	COD	NET 30	CARD
<b>Address:</b>	<b>Resale/Tax Exempt:</b>	Y	N	
<b>City, State, Zip:</b>	<b>Attach Tax Forms</b>			
<b>Phone:</b>	<b>Invoice Preference:</b>	Delivery	PAPER	EMAIL
<b>Fax:</b>	<b>Email Order Confirmations:</b>	Y	N	
<b>Invoice Email:</b>	<b>Order Confirmation Email:</b>			
<b>CC INV Email:</b>				

<b>Office Contact:</b>	<b>Sales Contact</b>	<b>AR Contact:</b>
<b>First Name:</b>	<b>First Name:</b>	<b>First Name:</b>
<b>Last Name:</b>	<b>Last Name:</b>	<b>Last Name:</b>
<b>Email:</b>	<b>Email:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Phone:</b>	<b>Phone:</b>

**Ship to Locations (Contacts/Notes):**

**For Resale – please include completed form:**  
<https://comptroller.texas.gov/forms/01-339.pdf>

<b>Backorders</b>	<b>Deliver</b>	<b>Cancel</b>
<b>Substitutes Allowed if out of Stock?</b>	Y	N

<u>INTERNAL USE</u>	
<b>Rep:</b>	<b>Delivery Route:</b>
<b>Track Ship To History/Usage Separately:</b>	<b>Pricing on Shipping Docs</b>
<b>MKT Group:</b>	<b>Fuel:</b>
<b>PMT/PRIC Group:</b>	<b>Credit Lim:</b>
<b>Purchasing Notes (Product/Usage info):</b>	

**CENTRAL TEXAS' JANITORIAL AND PAPER SUPPLY SOURCE**