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CUSTOMER INFORMATION SHEET

Items with an asterisk (*) are required

Customer Contact Information

*Customer Business Name: _____

*Main Contact Name: _____

*Billing Address: _____

*City, State, Zip: _____

*County: _____

*Phone Number: _____

Alternative or Mobile Number: _____

Fax Number: _____

*Email: _____

Website Address: _____

Tax ID #: (please complete attached W-9): _____

General Delivery Information

(Please note, preferred delivery time may not be available)

*Address: _____

*City, State, Zip: _____

*Phone Number: _____

*Operating Hours: _____

Preferred Delivery Day(s): _____

*Earliest Delivery Time: _____

*Latest Delivery Time: _____

*No Deliveries Between: _____

Other Delivery Information:

*Are there height restrictions for your delivery location? If so, please specify: _____

*Your location can fit a (check all that apply): Tractor Trailer _____ Straight truck _____

Where will our driver need to park (please be as specific as possible)? _____

*Do you require a call ½ hour before delivery? Yes _____ No _____

If so, to whom and at what number? _____

Accounts Payable Information

*Contact Name: _____

*Phone Number: _____

*Email: _____

Do you want a credit application? Yes _____ No _____

*Type of Account (circle all that apply)

Wholesale / Restaurant / Buying Club / Retail / Café / Manufacturer / Farm / Co-op / Freight / Individual /

Other : _____

Purchasing Contact Information (Name/Phone Number/ Extension/Email)

Main: _____

Dairy: _____

Frozen: _____

Bulk: _____

Grocery/Frozen: _____

Kitchen: _____

Chef: _____

Cheese: _____

Deli/Prepared Foods: _____

Promotions/Sampling: _____

Produce: _____

***Receiving Contact Information:**

*Name: _____

*Phone number: _____

*Email: _____

*Alternate Receiver Name: _____

*Phone number: _____

*Email: _____

Additional Information

Do you wish to be added to our weekly produce emails? _____

Email Address: _____

Do you wish to receive emails regarding new items, promotions, and sales? _____

Email Address: _____

<p>FOR OFFICE USE ONLY</p> <p><input type="checkbox"/> Set up in Constant Contact (customer type and truck run)</p> <p><input type="checkbox"/> Received credit app from customer</p> <p><input type="checkbox"/> Sent welcome email/letter</p> <p><input type="checkbox"/> Sales rep contacted customer</p> <p><input type="checkbox"/> account active?</p>
