



**Regional Access Inc.**  
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Ithaca, NY 14850  
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Inspiring regional food connections **since 1989**

# 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: \_\_\_\_\_

Alternative 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 1/2 hour before delivery? Yes \_\_\_\_\_ No \_\_\_\_\_

- Contact: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Alternative Phone Number: \_\_\_\_\_

**Accounts Payable Information**

\*Contact Name: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

\*Email: \_\_\_\_\_

Do you want a credit application? Y / N (circle one)

\***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:** \_\_\_\_\_

**Alternative Phone Number** \_\_\_\_\_

**\*Email:** \_\_\_\_\_

**\*Alternate Receiver Name:** \_\_\_\_\_

**\*Phone number:** \_\_\_\_\_

**Alternative 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:** \_\_\_\_\_