



5830 W HENDRYX ST.  
WICHITA, KS 67209  
316.613.2360  
WWW.XPRESSKS.COM

## New Customer Account Setup

Thank you for your interest in our products and services. To set up an account with us, please complete this form and provide us with a tax exemption certificate, if applicable. If you are applying for terms, please complete page 2.

Send to: [Adrian@xpressks.com](mailto:Adrian@xpressks.com) or fax to: 316-613-2946.

### Company Information

Legal Name \_\_\_\_\_

Doing Business As (DBA) \_\_\_\_\_

Owner Name(s) \_\_\_\_\_

Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Proprietorship  Partnership  Corporation  Year Established \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ Tax Exempt?  No  Yes \*Current tax exemption form required

Primary Billing Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Secondary Billing Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### All invoices will be sent via e-mail

*Please fill out page two to be eligible for terms. If you wish to pay by credit card, please fill out the Credit Card Authorization form.*

Upon receipt of this document, an account will be set up. Payment is due upon receipt of invoice unless terms are established. Non-payment of invoices over 45 days may result in the account being placed on credit hold until the account is brought current. If not brought current, the account may be sent to collections. Late fees accrue at 1.25% per month on unpaid invoices. Any and all fees pertaining to the collection of monies owed to Xpress Signs and Graphics will be the responsibility of the Buyer. There are no discounts for early payment. All orders will be taxed unless an appropriate tax exemption form is provided. The undersigned hereby certifies that he/she is duly authorized to sign this application on behalf of the applicant/buyer. Applicant states that the information given in this application is true and correct to the best of their knowledge.

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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Only complete this page if you wish to establish terms.

**Bank Reference**

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Trade Credit Reference**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Trade Credit Reference**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Trade Credit Reference**

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

|                                |            |
|--------------------------------|------------|
| <u>Office Use Only</u>         |            |
| Bank reference verified _____  | Date _____ |
| Trade reference verified _____ | Date _____ |
| Trade reference verified _____ | Date _____ |