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Email completed form to: [info@level4designs.com](mailto:info@level4designs.com)

## New Account Set-Up Form

Date: \_\_\_\_\_

Sales Rep Name/Territory: \_\_\_\_\_

Complete Account Billing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Phone # \_\_\_\_\_ Account Fax# \_\_\_\_\_

Account Contact Person

\_\_\_\_\_

Account Email Address: (please note an email address must be provided since all sales orders, correspondence and invoices are sent via email)

\_\_\_\_\_

Standard Discount: \_\_\_\_\_

Is account Tax Exempt: \_\_\_ Yes \_\_\_ No

If account is Tax Exempt, a copy of the tax/resale certificate must accompany form/new order

Approved by (Sales Representative):

\_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_