**COMPANY INFORMATION**

|  |  |
| --- | --- |
| Legal Business Name:  Owner: | DBA: |
| Billing Address: | Ship To Address: |
| State, Zip Code | State, Zip Code |
| Accounting Contact: | Buyer/Ordering Contact: |
| Accounting Phone: | Buyer/Ordering Phone: |
| Accounting Email: | Buyer/Ordering email: (this will be used for your Soda Express website log in profile) |
| Additional Info: | **Delivery Hours:** FROM\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_ |

**Date Business will start: Equipment Needs:**

**DELIVERY INSTRUCTIONS:**

**Person to contact for Ordering: Phone: Email:**

**ORDER PLATFORMS:**

1. TELL SELL: We will send an email reminder before your delivery day. Call in your order by 2pm the day before delivery day.
2. WEB SITE PORTAL: You will receive an email reminder the day before delivery and then place your order on our web site with your user-name and password on Now Commerce. This will allow you to see what you ordered previously and what is in stock.
3. EMAIL CUSTOMER SERVICE: You can send your order to [customerservice@sodaepxress.net](mailto:customerservice@sodaepxress.net) please provide a contact phone number in case we have any questions about your order.

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**PLEASE LET US KNOW WHICH PLATFORM YOU WOULD LIKE TO USE TO PLACE ORDERS: 1 2 3**

*(Please CIRCLE ONE)*

**ACCOUNT BILLING INFORMATION:** Check the billing terms you would like to set up.

\_\_\_\_\_ Due upon receipt Check or Cash due upon delivery

\_\_\_\_\_ Credit Card (Please call bookkeeper ahead of time to set up card payments) 503-885-8300

**CREDIT CARD INFORMATION:** Do you require a copy of CC receipt to be emailed to you? \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO

Call Bookkeeper to set up terms 503-885-8300 ext. 102

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

*Please sign and date. This signature is giving us approval to use your card for future purchases.*