



NEW CUSTOMER SET UP FORM

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@sodaexpress.net please provide a contact phone number in case we have any questions about your order.

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.

Please fill our form out legibly and return form to Soda Express Bookkeeper: bookkeeper@sodaexpress.net
 For Questions call 503-885-8300 EXT 102