



New Account Set Up Form

Statement Account

Name: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____

Shipping Account

Name: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____

Account Information

Account Contact Name: _____
*Account E-Mail Address: _____
*Phone Number: _____ *Fax Number: _____
AR Contact Name: _____ Phone Number: _____
*AR E-mail Address: _____
Number of years in business: _____
Back orders accepted?: _____
Tax Exemption Number: _____
Type of Business: _____
Special Account Instructions: _____

*Mandatory fields

Account Credit References:

1. _____
2. _____
3. _____

Barefoot Books Setup Data

Customer Type: _____	Destination Code: _____
Customer Discount: _____	Customer Terms: _____
Backorder Rules: _____	Return Status: _____
Customer Freight Option: _____	Credit Limit: _____
Tax Exempt Status & ID#: _____	Sales Rep: _____
Credit Check: _____	
Return Policy Sent: _____	Terms & Conditions Sent: _____

Group Head Operations Director

Date