

Cambridgeport™

HVAC Accessories & Engineered Systems

8 FANARAS DRIVE, SALISBURY, MA 01952-----PHONE-800-648-2872 FAX-978-462-9189

CUSTOMER SET UP

DOCUMENTS REQUIRED FROM THE CUSTOMER	BANK REFERENCES--SUPPLIER REFERENCES WITH THE CONTACT NAMES, FAX NUMBERS AND EMAILS--SALES & USE TAX RESALE CERTIFICATE
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PLEASE SUPPLY THE FOLLOWING INFORMATION

CUSTOMER'S FULL NAME	
YEARS IN BUSINESS	
D & B RATING	
SUPPLIER OF (EX: YORK)	
NUMBER OF LOCATIONS	
TYPE OF ORGANIZATION	

CUSTOMER'S BILLING ADDRESS

ADDRESS/PO BOX	
CITY	
STATE	
ZIP CODE	
SALES REP'S NAME	

CUSTOMER'S PHYSICAL ADDRESS

ADDRESS	
CITY	
STATE	
ZIP CODE	
PHONE NUMBER	
FAX NUMBER	
TOLL FREE NUMBER	
EMAIL OF THE PERSON GETTING THE INVOICE IN ACCOUNTS PAYABLE	
STATE SALES TAX EXEMPTION NUMBER	

CONTACT FOR PURCHASING

FULL NAME	
PHONE NUMBER	
FAX NUMBER	
EMAIL	

CONTACT IN ACCOUNTS PAYABLE

FULL NAME	
PHONE NUMBER	
FAX NUMBER	

PLEASE EMAIL EVERYTHING TO:

mpiretti@cambridgeport.net and cc kwheeler@cambridgeport.net