

## Welcome

We would like to take this opportunity to thank you for your interest in establishing a business relationship with Boedeker Plastics, Inc. Our philosophy is to provide you with the best customer service which includes timely communication, prompt product shipment, and product of unsurpassed quality.

In order to fulfil these goals, we need to ensure we have accurate contact and billing information on file.

An overview of the content of the Boedeker Plastics, Inc. Welcome Packet:

1. Welcome Document
2. Customer Set Up Form
3. Credit Reference Information
  - a. Only needed if Net 30 terms are requested
4. Instructional Document
  - a. Details each section and what information is needed

Once the required information is filled out, please sign, print and return the completed form via one of the following methods:

1. Email: Please email your sales rep or [sales@boedeker.com](mailto:sales@boedeker.com)
2. Mail: Boedeker Plastics, Inc. Attn: A/R; 904 West 6<sup>th</sup> St; Shiner, TX 77984
3. Fax: (361) 594-2349

Again, thank you for this opportunity to be of service to you and we hope that we will exceed your expectations.

Thank you,

Boedeker Plastics, Inc. Accounts Receivable

## Customer Set Up Form

### Bill To Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email to Send Invoices: \_\_\_\_\_

### Ship To Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State/ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Buyer's Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Taxable/ Exempt

Taxable?  Yes  No

**\*If "No", please include a copy of your resale/exemption form**

### Credit Information

Requested Terms:  Credit Card  Net 30  Bank Wire  COD

**\* If Net 30 is desired, you must fill out and sign Page 3 of this form after listing your Credit References.**

**Boedeker Plastics, Inc.**

904 West 6th St. ▪ Shiner, Texas 77984

Tollfree: (800) 444-3485 ▪ Phone: (361) 594-2941 ▪ Fax: (361) 594-2349

e-Mail: ar@boedeker.com ▪ http://www.boedeker.com

## Credit References

1. Company Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_
  
4. Company Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_
  
5. Company Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Signature

I understand that Boedeker Plastics, Inc.'s standard terms are "Net 30 Days" and agree that any outstanding balances over 30 days past due will be charged 1.5% per month.  
All accounts turned over to collections or legal pursuit are charged reasonable collection costs/attorneys' fees.

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

# Instructions

## Customer Setup Form

- 1. Bill To Information**
  - a. Company Name – Provide full legal company name as used on official governmental document filings for **Billing** Purposes.
  - b. Address – Provide full legal company mailing address as used on official governmental document filings for **Billing** Purposes.
  - c. Address 2<sup>nd</sup> line – Provide additional line of address if necessary
  - d. City, State/ Prov, Postal Code, Country – Provide the full city name, state or province, postal code, and country used on as used on official government document filings for **Billing** Purposes.
  - e. Phone – Provide the phone number of the company for **Billing** Purposes.
  - f. Email to send invoices – Provide the official email for invoices to be sent to for **Billing** Purposes.
- 2. Ship To Information**
  - a. Company Name – Provide full legal company name as used on official governmental document filings for **Shipping** Purposes.
  - b. Address – Provide full legal company mailing address as used on official governmental document filings for **Shipping** Purposes.
  - c. Address 2<sup>nd</sup> line – Provide additional line of address if necessary
  - d. City, State/ Prov, Postal Code – Provide the full city name, state or province, postal code, and country used on as used on official government document filings for **Shipping** Purposes.
- 3. Buyer's Contact Information**
  - a. Buyer's First and Last Name – Provide the name of the buyer company representative fully authorized to make purchases and seek credit on the company's behalf.
  - b. Phone – Provide the official phone number of the authorized person above.
  - c. Email – Provide the official email address of the authorized person above.
- 4. Taxable/ Exempt**
  - a. Please signify if your entity is taxable or not. If the transactions are not subject to tax, we require a copy of the resale/ exemption form. Taxes will be added for any accounts without a form on file.
- 5. Credit Information**
  - a. Select the terms for you desire to conduct any transactions with Boedeker Plastics, Inc.
  - b. If you select NET 30:
    - i. You are required to provide 5 credit references on page 3 of this document.
    - ii. Page 3 must be signed and dated by the fully authorized person listed under Buyer's Contact Information.

## Credit References Page

**\*This page is only required if seeking NET 30 Terms in the section entitled Credit Information**

**\*\*All 5 references are required**

1. Company Name – Provide the official name of the company you wish to use as a reference.
2. Phone – Please provide a valid, working phone number of the company you wish to use as a reference.
3. Email – Please provide a valid, working email address of the company you wish to use as a reference.
4. Fax - Please provide a valid, working fax number of the company you wish to use as a reference.

## Questions

If there are any questions regarding this document, please contact us using the information immediately below.