PACKAGING
UPGRADED

CUSTOMER ACCOUNT SETUP
Marengo, Illinois
sales@packagingupgraded.com
815-276-1090

New customer setup

Complete both pages. Credit details are only needed when requesting payment terms.

01 COMPANY INFORMATION

Legal company name

DBA / trade name (if applicable)

Federal EIN (no SSN)

Year established

State of formation

Business structure

☐ LLC ☐ Corporation ☐ Partnership ☐ Sole proprietor ☐ Other

Company website

02 BILLING & SHIPPING

Bill-to address (street, city, state, ZIP)

Ship-to address (street, city, state, ZIP)

☐ Ship-to address is the same as bill-to

Receiving contact / phone

Receiving hours / delivery requirements

03 PURCHASING & ACCOUNTS PAYABLE

Purchasing contact / title

Accounts payable contact

Purchasing email / phone

AP email / phone

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Account requirements & credit

Repeat your company name so this page stays connected to your account.

Legal company name

04 INVOICING & TAX DOCUMENTATION

Invoice submission email or portal URL

☐ PO required on invoices ☐ Vendor onboarding required ☐ Tax exempt

Invoice / onboarding instructions; exemption state(s), if applicable

If tax exempt, attach the applicable exemption / resale certificate(s).

05 CREDIT REQUEST - OPTIONAL

Complete only when requesting payment terms. Credit and terms are subject to approval.

Requested credit limit ($) **Requested payment terms** **Expected monthly purchases ($)**

Provide three trade references below, or attach your current trade reference sheet.

1. Supplier / company name **Credit contact email / phone**

2. Supplier / company name **Credit contact email / phone**

3. Supplier / company name **Credit contact email / phone**

Bank references may be requested separately. Do not include bank account numbers.

AUTHORIZATION

I certify that the information provided is accurate and that I am authorized to submit this application. For credit requests, I authorize the listed references to provide business credit information to Packaging Upgraded LLC for review. Credit limits and payment terms require written approval.

Authorized signature (sign after completing) **Printed name / title** **Date**