

**888.244.4177**  
262.703.9000  
orders@bigsy.com



## NEW CUSTOMER INFORMATION

Date \_\_\_\_\_ Sales Representative \_\_\_\_\_

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

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Shipping Address\* \_\_\_\_\_ \*Same as billing address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Area      Commercial      Residential      (Please note, shipping address must be a street address, not a PO Box)

Sales Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

A/P Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ (all invoices will be emailed)

**BIG SYSTEMS COLLECTS SALES TAX IN THE FOLLOWING STATES: California, Georgia, Indiana, Illinois, Maryland, Michigan, Minnesota, New York, Ohio, Pennsylvania, Texas, Virginia, Iowa & Wisconsin**

Taxable      Yes      No      If "Yes", State & County \_\_\_\_\_

*If no, an exemption certificate is REQUIRED.*

\*California only: County \_\_\_\_\_ District \_\_\_\_\_ Local \_\_\_\_\_

Credit Card Information      AMERICAN EXPRESS      DISCOVER      MASTERCARD      VISA

**Please note:** A 3% convenience fee applies to all purchases made with a credit card. It will be included in the transaction total.

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV# (3 digits on back or 4 digits on front of card) \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Notes \_\_\_\_\_

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