



CUSTOMER SET-UP FORM

Date _____

Requester _____

COMPANY INFORMATION:

Vendor ID _____

Company Name _____

Primary Industry

Automotive	Appliance	Electronics	HVAC
Industrial	Medical	Aerospace	Other

Address _____

City _____ State _____ Zip Code _____

Country _____

VAT # _____

Company Registration # _____

Is the bill to address same as purchased from: Yes No

If not, enter the bill to address below

Bill to Address _____

City _____ State _____ Zip Code _____

CONTACT INFORMATION:

PURCHASING

Contact Name _____ Title _____

Email _____

Phone _____ Mobile _____ Fax _____

Is mailing address the same as company address above? Yes No

If no, please provide address here

ACCOUNTS PAYABLE

Contact Name _____ Title _____

Email _____

Phone _____ Mobile _____ Fax _____

Is mailing address the same as "bill to" address above Yes No

If no, please provide address here

QUALITY

Contact Name _____ Title _____

Email _____

Phone _____ Mobile _____ Fax _____

ACCOUNTING INFORMATION:

Terms: Net 30 Days

PLEASE NOTE: It is mandatory that you include the TaxID/EIN/TIN information (if not applicable, please note on the form)

TAX. ID

DUNS #

Trade References (minimum 2)

1.

2.

3.

Bank Reference

W-9 form attached

Sales tax exempt form attached

Methods Offered:

Check

ACH

Wire

(There is a \$50 flat fee for wire transfers)

Credit Card

(includes 4% surcharge)

SHIPPING INFORMATION:

Partial Shipments Allowed? Y N

Preferred LTL Carrier:

Preferred Parcel Carrier: (UPS/FedEx)

UPS/FedEx Acct. #:

Do you work with a Third-Party Logistics Company? Y N

Contact:

Email:

Phone:

SUBMIT:

Please submit **this form along with your W-9 and sales tax exempt form** to The JBC Accounting Department at jbcaccounting@jbc-tech.com.

Revision 7.28.2023

We Make Doing Business Easy!

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