



Corporate Office: 7109 Dan McGuire Dr., Brighton, MI 48116

810-229-6500 fax 810-222-1212 Toll Free 888-229-6500 www.tcclean.com

CUSTOMER SET UP FORM

CUSTOMER INFORMATION

Company Name: _____

Billing Address: _____

Street Address Building #/Unit #

City State Zip Code

Phone Number: _____ Fax Number: _____

Shipping Address: _____

Company Name if Different than Billing Address

Same as

billing address

Street Address Building #/Unit #

City State Zip Code

Phone Number: _____ Fax Number: _____

Tax (please select all that apply): City Sales Tax County Sales Tax State Sales Tax Tax Exempt

Tax Exemption #: _____ Please include tax exemption form when submitting application

DELIVERY DETAILS

Receiving Hours: _____

Delivery Instructions: _____

Is a Purchase Order # Required on every order? Yes No

Would you like to be setup for online ordering? Yes No

KEY CONTACTS

Accounts Payable: _____

Name Phone Ext/Cell

Email E-mail that invoices are to be sent to if different than A/P email

Purchasing #1: _____

Name Phone Email

Purchasing #2: _____

Name Phone Email

TERMS REQUESTED

Credit Card

- I will provide payment at the time of each order.
- Credit Card Automatically - Securely store credit card to process payment at time of order. *Please complete below Credit Card Authorization.*
- Credit Card 1st Monthly - Securely store credit card to process payment on the 1st of each month for invoices accumulated the previous month. *Please complete below Credit Card Authorization.*

Credit Card Authorization	
Name on Card:	
Card Number:	
Card Expiry Date:	
CVV Number:	

Net 30 Days

- Credit of \$1000.00. Payment due within 30 days of the invoice by EFT, cheque, credit card, or e-transfer. No credit application required.
- Credit of more than \$1000.00. Payment due within 30 days of the invoice by EFT, cheque, credit card, or e-transfer. \$1000.00 credit will be temporarily given and we will contact you regarding the credit application process.

Form submitted by: _____ Date: _____

If you have any questions, please do not hesitate to reach out to us by phone or email. Please return completed forms by email to billing@tcclean.com.