

**HODGINS ENGRAVING CO, INC.  
NEW ACCOUNT INFORMATION**

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

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

Shipping Address \_\_\_\_\_

\_\_\_\_\_

Email address for invoices/statements \_\_\_\_\_

Individual  Partnership  Corporation

Who will be our contact for questions about orders?

Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Who is responsible for paying your bills?

Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Who is the owner/president of your company?

Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

PO Required?  Yes  No

If yes, Does each PO need a separate invoice?  Yes  No

How did you hear about our company?

Trade Show — Which Show? \_\_\_\_\_

Magazine Ad — Which Magazine? \_\_\_\_\_

Referral — Who may we thank? \_\_\_\_\_

Direct Mail  Other — \_\_\_\_\_

Email Advertisement

Internet Search

We normally ship UPS ground or US Mail. Please note if other arrangements are required:

\_\_\_\_\_

I acknowledge I have received the Hodgins Engraving Co., Inc. Credit Policy and agree to pay accordingly.

Signed By \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Email this form along with a copy of your Tax Authority Certificate.

HODGINS ENGRAVING CO, INC., 3817 WEST MAIN ST., BATAVIA, NEW YORK 14020  
invoicing@hodginsengraving.com 1-800-666-8950 FAX (585) 343-0412

# CREDIT REFERENCES

*Necessary if requesting an increased credit limit.*

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Contact Person \_\_\_\_\_

I/we authorize you to obtain such information as you may require concerning this application, and agree that it shall remain your property whether or not credit is granted.

\_\_\_\_\_  
Authorized Officer/Owner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date