



4974 East Main Street Road, Suite 100
Batavia, NY 14020
800.666.8950 | www.hodginsengraving.com

Hodgins Engraving New Account Form

Company Name: _____

Phone Number: _____

Company Address: _____

Billing Address: _____

Primary Shipping Address: _____

Are you reselling products purchased from Hodgins Engraving?

YES NO

Do you have a sales tax exemption certificate?

YES NO

If YES, Please attach a copy for Hodgins to keep on file.

Are you a previous Harper Engraving Customer?

YES NO

If YES, Please provide your previous account number: _____

4974 East Main Street Road, Suite 100
Batavia, NY 14020
800.666.8950 | www.hodginsengraving.com

Who will be our primary order contact(s)?

Name(s): _____

Email(s): _____

Phone(s): _____

Who will be our primary billing contact(s)?

Name(s): _____

Email(s): _____

Phone(s): _____

Invoice and Statement delivery are done by email. Please verify which email account(s) you would like invoices and statements to go to:

Do you require a PO for each order?

YES

NO

If YES, Does each PO need a separate invoice?

YES

NO

Where would you like tracking email notifications to be sent?

Name(s): _____

Email(s): _____

Freight will be billed on your invoices unless we are provided with a Third-Party shipper number. Please provide below.

Third Party Number: _____

UPS

Fed-Ex

If shipping by UPS Third-Party, UPS now requires us to confirm the billing information to ship on the number provided.

Please provide the following information:

UPS Billing Contact Name: _____

UPS Billing Contact Phone: _____

UPS Billing Address: _____

Additional Instructions or Notes: _____

Please submit this completed form with your new order to orders@hodginsengraving.com or with your quote request to quotes@hodginsengraving.com