



**Customer Profile**

Customer Legal Name:
Customer Operating Name (if different):
Phone Number: (        )
Website:
Establishment Date:

Purchasing	Accounts Payable
Name:	Name:
Phone:	Phone:
Email:	Email:

Customer Address	
Billing	Shipping (if different from billing)
Street:	Street:
City:	City:
State:	State:
Zip Code:	Zip Code:

Shipping Method
Preferred Courier:
Courier Charge Account:

References
Operating Name:
Address:
City / State:
Zip Code:
Phone:
Contact Name:
Email:
Monthly Purchase Amount:
Payment Terms:
Current Balance:



References
Operating Name:
Address:
City / State:
Zip Code:
Phone:
Contact Name:
Email:
Monthly Purchase Amount:
Payment Terms:
Current Balance:

**Invoicing / Billing**

- \* Invoices are due and payable to MWD Direct 30 days from the date of the invoice.
- \* Accounts with unpaid invoices over 60 days may be placed on **hold without prior notice**.
- \* **Accounts placed on hold twice in one fiscal year period will be a COD only with no exceptions.**
- \* Payments may be made by check.
- \* NSF checks received will be subject to a \$30 NSF fee. Account will be placed on hold until fees and account balance is paid, or fee and items are returned.

**Invoice / Payment Issues**

You may contact Accounts Receivable at [mwd.directar@yahoo.com](mailto:mwd.directar@yahoo.com) if any issues arise concerning any invoices and payment related issues.

By signing this document I agree that all the information is correct and agree to payment terms.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Please complete, sign and email directly to Account Receivable at [mwd.directar@yahoo.com](mailto:mwd.directar@yahoo.com)