



# NEW CUSTOMER INFORMATION

**REMIT TO:**  
 4209 Hahn Blvd. • Ft. Worth, TX • 76117  
 Phone: (817) 281-7697 • Fax: (817) 485-0809  
 Email: [new-account@amcoenterprises.com](mailto:new-account@amcoenterprises.com)

So that we can establish your new account as quickly as possible, please fill out this form, an *Application for Open Account* form (optional), and a *Texas Sales Tax Exemption Certificate\** (optional), and return them to us right away. All forms are available from our office or our website. <http://www.amcoenterprises.com/business.html>

Rev. 05/10

Name of customer, firm, or agency
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Billing Address ( <i>Street address, P.O. box or route number</i> )	Suite
City, State, and Zip Code	

Shipping Address ( <i>if different from Billing Address</i> )	Suite
City, State, and Zip Code	
Special Shipping Instructions	

Primary Business Contact ( <i>First and last name</i> )	Accounts Payable Contact ( <i>First and last name</i> )
Telephone ( <i>Area code and number</i> )	Telephone ( <i>Area code and number</i> )
Fax ( <i>Area code and number</i> )	Fax ( <i>Area code and number</i> )
Email Address	Email Address

Limited Sales Tax Permit Number
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**\*PLEASE NOTE:** Texas law requires that we charge sales tax on all orders unless we have either a *TEXAS RESALE CERTIFICATE* or a *TEXAS SALES AND USE TAX EXEMPTION CERTIFICATE* on file for your account, regardless of the state in which your business is located. These forms are available from our office, from our website (<http://www.amcoenterprises.com/business.html>), or from the Texas Comptroller's website (<http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>).

All orders are subject to AMCO's **Standard Terms of Sale** (<http://www.amcoenterprises.com/terms.html>)