



# Customer Information Sheet

**PANEL INC.**  
a sign supply company

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

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

DBA: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Tax Exempt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Business Started: \_\_\_\_\_

Individually Owned  Partnership  Limited Partnership  Corporation State in which incorporated \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Authorized Purchasers' Names: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please attach detailed directions and a map to your store location.**

**Business Hours:** \_\_\_ am to \_\_\_ pm **Receiving Hours:** \_\_\_ am to \_\_\_ pm **Closed for lunch?:** Y / N

**Unload at:** Dock / Back Door / Front Door / Side Door

**After hour drop off instructions:** \_\_\_\_\_

**How many employees?:** \_\_\_\_\_ **Approximate Building Size?:** \_\_\_\_\_

**Equipment Used:**

**Plotter(s)** Brand: \_\_\_\_\_ Model#: \_\_\_\_\_ Size: \_\_\_\_\_

**Digital Printer(s)** Brand: \_\_\_\_\_ Model#: \_\_\_\_\_ Size: \_\_\_\_\_

**Heat Press** Brand: \_\_\_\_\_ Model#: \_\_\_\_\_ Size: \_\_\_\_\_

**Router Table** Brand: \_\_\_\_\_ Model#: \_\_\_\_\_ Size: \_\_\_\_\_

**Panel Saw:** Y / N

**Table Saw :** Y / N

**Metal Shear:** Y / N

**Bucket Truck:** Y / N

**Fork Lift:** Y / N

**Please list any other heavy equipment used:** \_\_\_\_\_

**Future equipment to be purchased:** \_\_\_\_\_

## Do you want billing to your credit card?

Credit Card Type: Visa      Master Card      Amex      Discover

Account Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_