



# Account Enrollment

Phone: 1-800-552-1340 ext.

Fax: 1-800-249-4329

**Firm Name:**

**Billing Address:**

**City:**  **State:**  **Zip:**

**Phone:**  **Fax:**

**Shipping Address (if different):**

**City:**  **State:**  **Zip:**

**Number of Employees:**  9 or less  10 - 24  25 - 49  50 - 99  100+

**FED TAX ID #:**  **County:**

**Tax Exempt (All Purchases):**  NO  YES (If Yes to either, Attach Certificate)

**Tax Exempt (Some Purchases - Non-Tax Dept. needed):**  NO  YES

Corporation  Partnership  Sole Proprietorship **Years In Business:**

**PREPAY With Credit Card** YES  NO  **Card #:**

**Average Monthly Purchases**  **Exp:**  **CSV:**

**REQUESTED CREDIT LINE**  \$1,000  \$2,500  \$5,000  \$7,500  \$10,000+

**Monthly Statements will be e-mailed to:**

**A/P Contact Person:**  **A/P E-mail:**

*\*Please Note: Invoices are delivered with your order. Standard terms are net 30*

**TRADE REFERENCES:** *Applications risk being delayed without credit references*

**Name:**   
**Address:**   
**City/St/Zip:**   
**Phone:**   
**Fax:**

**Name:**   
**Address:**   
**City/St/Zip:**   
**Phone:**   
**Fax:**

Please attach a copy of your W-9

**INTERNET ORDERING INFORMATION:** ([WWW.CAPOFFICEPRODUCTS.COM](http://WWW.CAPOFFICEPRODUCTS.COM))

**First/Last Name:**  **Ph / Ext:**

**Requested Username:**  **Password (min 6 characters):**

**E-mail Address:**

**IS YOUR FIRST ORDER ATTACHED?**  YES  NO **FIRST ORDER DATE:**

*The owner or duly authorized agent must sign application. Should it become necessary to place the account with a collection agency or attorney, the applicant agrees to pay all collection costs and attorney fees in addition to all other sums due. The undersigned warrants that the above agreement has been carefully read and that the applicant understands the same applies. A Capital representative may contact you by phone, fax or e-mail regarding your account status, updates, promotions and specials. Signature below authorizes prepay credit card purchases.*

**Authorized Agent Name:**

**Date:**

**Title:**

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