

# Office Equipment Company

1701 BRECKENRIDGE STREET  
OWENSBORO, KY 42303  
(270) 926-2222

## ON-LINE ORDERING SETUP INFORMATION

(Note: Please also fill out a credit application if not an existing customer.)

(\*MANDATORY INFORMATION)

1. \*CONTACT'S (USER'S) NAME: \_\_\_\_\_
2. \*USER'S E-MAIL ADDRESS: \_\_\_\_\_
3. \*PHONE NUMBER: \_\_\_\_\_ \*FAX NUMBER: \_\_\_\_\_
4. \*ACCOUNT NAME: \_\_\_\_\_
5. ACCOUNT NUMBER: \_\_\_\_\_
6. I WANT MY CONFIRMATION OF MY ORDERS E-MAILED ALSO TO:  
\_\_\_\_\_
7. I WOULD PREFER MY USER NAME TO BE: \_\_\_\_\_
8. I WOULD PREFER MY PASSWORD TO BE: \_\_\_\_\_
9. WILL YOU EVER USE CREDIT CARDS?: \_\_\_\_\_ YES \_\_\_\_\_ NO
10. SHIP TO OR BILL TO ADDRESS IF DIFFERENT THAN ACCOUNT ADDRESS:  
\_\_\_\_\_
11. IF YOUR ORDERS NEED TO BE APPROVED BY ANOTHER PLEASE GIVE THEIR NAME \_\_\_\_\_ AND E-MAIL ADDRESS: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX to (270) 685-3297

Or mail to : Office Equipment Co. 1701 Breckenridge St. Owensboro, KY 42303