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New Customer Set Up Documentation

Below are the New Customer Set Up documents requested by Packaging Validators. Please complete and provide to the best of your ability prior to production. Please let us know if you have any questions on the below requested documents.

#	Done?	Packaging Validators required documents	Completed Date	Notes
1	☐	Signed W-9 of customer entity		
2	☐	Signed Credit Application		
3	☐	Signed IN State Sales Tax Exemption form		
4	☐	Main Point of Contacts sheet - buyer, receiving, etc.		
5	☐	Billing / Accounts Payable contact		
6	☐	Roll pack out spec sheet - roll OD, core size, etc.		
7	☐	Confirm Credit Limit/Terms		
8	☐	Dock Info, Shipping Requirements, Freight Account		
9	☐			
10	☐			

Please identify any documents that your team will require Packaging Validators to complete prior to production. Packaging Validators will complete and provide to the best of our ability.

#	Done?	Customer required documents	Completed Date	Notes
1	☐	Signed W-9 of Packaging Validators		
2	☐			
3	☐			
4	☐			
5	☐			
6	☐			
7	☐			
8	☐			
9	☐			
10	☐	Packaging Validators payment options info sheet		

NOTE: An Indiana Sales Tax Exemption Form is required to exclude any sales tax. Exclusion of this form will require Packaging Validators LLC and our vendors to charge sales tax under Indiana State law.

NOTE: A signed Credit Application and W-9 are required in order to establish credit with Packaging Validators LLC. If credit can not yet be extended, we also accept Credit Card payments prior to production. This will incur 3.7% credit card transaction fee.