



Dealers Supply Company INC

WHOLESALE DISTRIBUTOR ~ HEATING AND AIR CONDITIONING EQUIPMENT & SUPPLIES
P.O. Box 1708 Forest Park, Georgia 30298 404-361-6800 Fax 404-361-8421

Customer Change Form

(This is not a credit application)

Change forms can be faxed to (404) 361-8421.

Account Name: _____ **For Address Changes Only:**
 Office Phone Number: () _____ Bill to Address: _____
 Cell Phone Number: () _____ City/State/Zip: _____
 Fax Number: () _____ Ship to Address: _____
 Account Information: _____ City/State/Zip: _____

E-Mail Address:	_____
World Wide Web Address:	_____

Authorized purchasers: Please note if you use this feature, anyone that is not on this list will be detained while we get authorization from your office. In order to avoid delays for your employees, it is important for us to have your phone numbers in order to reach you.

Please complete list of authorized persons to pick up on your account:

Account Stipulations:

PO# Required: _____ YES _____ * NO Job Name Required: _____ YES _____ * NO

Pricing Options: Print prices on shipping tickets: _____ YES _____ * NO

FOR OPEN ACCOUNTS ONLY:

Fields with an asterisk (*) are our default setting. Invoicing Options: Chose only ONE option
 Faxed invoices will be done during the night to avoid the interruption of business during the day.

Invoices to be faxed	_____	Fax Number	()	-
If so, how many:	_____			
E-mail invoices	_____	E-Mail Address	_____	
* One mail copy	_____			

Invoices Batched: _____ Daily _____ Week (print purchases of week on Monday) _____ Monthly

Completed by: _____ Date: _____