



**New Customer Information Form**  
 Please return completed form via  
 Email to: [vcd@valleycustomdoor.com](mailto:vcd@valleycustomdoor.com)  
 Fax to: 920-347-1048

Company Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Purchasing Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Accounts Payable: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Other Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method:**

Open Account: Please fill out Credit Application      PrePay:   
 Tax Exempt (only applicable for WI and IL):      Yes       No   
 If yes, please provide Sales Tax Exemption Certificate      Tax Rate: \_\_\_\_\_

How would you like to receive Price Quotes/Acknowledgements:  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

How would you like to receive Invoices:  
 Email: \_\_\_\_\_ US Mail:

Consolidate orders weekly for one shipment?      Yes       No   
 Delivery Location:      Residential       Commercial   
 Fork Lift?      Yes       No       Loading Dock?      Yes       No   
 Special Requirements:      Liftgate       Inside Delivery   
    Call for Appointment?       Pick-up

Would you like to be on our email mailing list:      Yes       No   
 Do you have a showroom:      Yes       No

How did you hear about Valley Custom Door?  
 Internet \_\_\_\_\_ Magazine \_\_\_\_\_  
 Salesman \_\_\_\_\_ Trade Show \_\_\_\_\_  
 Other \_\_\_\_\_ Social Media \_\_\_\_\_