

New Business Solutions Account Setup Information



Instructions:

Please complete the form below, then fax to (509) 267-8193; or you can email this information to Rob.Miller@officedepot.com

If you have any questions please feel free to call or email.

◆Phone: (509) 242-8560 ◆Fax: (509) 267-8193 ◆Email: Rob.Miller@officedepot.com

Please click on “**D**elivering **W**inning **S**olutions **T**hat **I**nspire **W**orklife” below or please go to www.DWSTIW.com to get useful account information, user manuals, forms, or view current savings events.

Business Name: _____	<input type="checkbox"/> Main Office	<input type="checkbox"/> Branch
Purchasing Manager Information		
First Name: _____	Last Name: _____	
Phone Number: _____	Fax Number: _____	
Email Address: _____		
Shipping and Billing Information		
Bill To Address: _____ _____		
Ship to Address: _____ _____		
Accounts Payable Name: _____	Accounts Payable Phone Number: _____	
Billing Options:	<input type="checkbox"/> Monthly Summary Bill	<input type="checkbox"/> Bi-Weekly Invoicing
	<input type="checkbox"/> Daily Invoicing	<input type="checkbox"/> Weekly Invoicing
		<input type="checkbox"/> My Credit Card
PO Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Special Fields? _____	
Additional Notes: _____ _____		