

Please return completed form via email to: [newaccounts@northerncontours.com](mailto:newaccounts@northerncontours.com) or via Fax to: 877-998-1810

New Account Form						
<b>Legal Name of Company</b> (DBA if applicable)		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 60%; padding: 2px;">ORDER PENDING?</th> <th style="width: 20%; padding: 2px;">NO</th> <th style="width: 20%; padding: 2px;">YES</th> </tr> </table>		ORDER PENDING?	NO	YES
ORDER PENDING?	NO	YES				
Billing Address:		Suite / Unit:				
City:		State/Province	ZIP/Postal			
<b>Shipping Address (Name if different):</b>						
City:		State/Province	ZIP/Postal			
Phone:		Fax:				
Email:		Other:				
Contacts						
<b>Purchasing Contact:</b>		Phone:	Email:			
<b>Accounts Payable:</b>		Phone:	Email:			
<b>Other/Onsite Contact:</b>		Phone:	Email:			
Indicate Your Primary Business						
<input type="checkbox"/> Custom Cabinets <input type="checkbox"/> Stock Cabinets <input type="checkbox"/> Home Organization/Closet <input type="checkbox"/> Multi-family Housing <input type="checkbox"/> Refacing                   Hospitality <input type="checkbox"/> Healthcare <input type="checkbox"/> Office Furniture                   Store Fixtures <input type="checkbox"/> Architectural Millwork Other _____						
Accounting						
<b>Are Purchase Orders required on invoices?</b> No   Yes <b>CAN customer: purchase products from USA? YES</b>						
<b>Would you like to sign-off on orders prior to production?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes						
<b>Payment Method:</b> <input type="checkbox"/> Open Account (please complete Credit Application) <input type="checkbox"/> Prepay (please contact Accounts Receivable at 218-998-1725 with your credit card number) *Payment is due within the terms of your account or your account will be subject to credit hold.						
<b>Is the Company Tax Exempt?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – If Yes, a Sales Tax Exemption Certificate is required for each state to which you ship products Please include your Tax Exemption Certificate with your New Account information. <b>Northern contours is legally required to collect sales tax on invoiced orders without a current exemption on file</b> *Canadian Provincial Tax Number _____						
<b>Currency Type:</b> <input type="checkbox"/> USD <input type="checkbox"/> CAD		<input type="checkbox"/> Imperial <input type="checkbox"/> Metric				
Standard Fraction		Standard Decimal				
<b>Northern Contours Customs Broker:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Your Customs Broker Info:</b> _____						
<b>How do you want to receive ACKNOWLEDGMENTS?</b> <input type="checkbox"/> Email to _____ <input type="checkbox"/> Fax to _____						
<b>How do you want to receive INVOICES?</b> <input type="checkbox"/> Email to _____ <input type="checkbox"/> Fax to _____						

### Packing Standards & Pricing

**Please indicate your preferences.**

- Level A** | Small Parcel packaging or Corrugate, Tag & Downstack - Included in price
- Level B** | Level A, plus hexacomb pallet overwrap - Upcharge applies
- Level C** | Level B, plus Gaylord box (double walled corrugate box) - Upcharge applies
- Custom** | Actual packaging charges apply
- Bundle Wrap** | within a shipment, separate orders with stretch wrap, in sets of 3 to 4 - Add \$0.35 per sq. ft.
- Box** | product is bundle wrapped then secured with rolled corrugate & banding - Add \$0.50 per sq. ft.

### Shipping & Delivery Requirements

**Delivery Location:**     Commercial     Residential

**Consolidating orders into weekly shipments can greatly reduce freight costs and shipping damage!**
**Do you want to consolidate orders?**     No     Yes – If Yes, indicate below what day orders need to ship.

 SHIP ON:     Mon     Tues     Wed     Thurs     Fri

**Preferred Carriers:**

LTL: \_\_\_\_\_ Small Package: \_\_\_\_\_ \*\*NC Standard: \_\_\_\_\_ Your Freight Broker: \_\_\_\_\_

**Note:** no selection will default to \*\*NC Standard Shipping as defined below:                      Freight Broker acct# \_\_\_\_\_

- Least expensive carrier
- Orders less than 40 sq. ft. and product dimensions less than 27" x 58" will be boxed and shipped via UPS Ground
- All other orders will be downstacked on pallets and shipped via LTL carrier determined by Northern Contours

**OTHER:**     Lift Gate Required     Inside Delivery Required     Pup-Truck     Customer Pick-Up (CPU)  
 Call for Delivery Appointment at \_\_\_\_\_

**Do you have a forklift?**     No     Yes            **Do you have a loading dock?**     No     Yes

**Additional Shipping & Delivery Requirements:** \_\_\_\_\_

### How did you learn about Northern Contours?

- Salesperson – Name: \_\_\_\_\_     Dealership – Name: \_\_\_\_\_
- Trade Show – Name: \_\_\_\_\_     Internet – Address: \_\_\_\_\_     Other – List Source: \_\_\_\_\_

 Please note any relevant software you use (i.e. Cabinet Vision, etc.):  
 \_\_\_\_\_

The Online Ordering Portal offers the fastest, most accurate way to place an order. Order forms are located on our website [www.northerncontours.com](http://www.northerncontours.com) under *Literature*. Please contact **Customer Service at 877-998-1814** for assistance locating, completing or submitting the forms. For online order entry inquiries, please contact the Onboarding Team | 877-998-1810

**Authorized Representative Signature:** \_\_\_\_\_

**[FOR OFFICE USE ONLY]** Sales Rep: \_\_\_\_\_ Discount: \_\_\_\_\_