

4909 Alcoa Avenue, Los Angeles CA 90058  
 Telephone: 800.944.5440 | 323.585.6000

New

Update

Submit: ONLINE, complete form & EMAIL to Account Manager, FAX to accounting 323.923.2320

Acct. No.   
The Ligature Use Only

**Referred by:**

**Bill to:**

Company Name

Company Address  Ste/Flr

Company Address

City  State  Zip

Same as Bill to       Multiple ship locations (attach list)

**Ship to:**

Company Name

Contact Name

Company Address  Ste/Flr

Company Address

City  State  Zip

**Purchasing contact information**

Name

Phone  Ext.  Fax

Email

**Accounts Payable contact information**

Name

Phone  Ext.  Fax

Email

Sales Tax Code	Resale (✓)	Payment Method	Preferred Ship Method
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Resale Account: Valid resale certificate must be provided upon account setup  
 Terms: Net 30 (upon credit approval /30 days to process)/ Prepay (Credit Card /Check)  
 The Ligature will ship "Best Way": FEDEX/ UPS/ Messenger. If you prefer another method (USPS, Will Call) indicate above.  
 Industry Standards: Please allow for 10% ± manufacturing

Notes: Please list any requirements to expedite shipping/receiving and billing. ( e.g. must have PO#, blanket PO#, do not accept specific carrier shipments, bill each location direct, do not accept overs, etc. ) Please provide Credit Card information here.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by: \_\_\_\_\_ Date received \_\_\_\_\_ Set-up Date \_\_\_\_\_