



**Johnstone Supply Santa Ana • 3015 S. Kilson Dr. • Santa Ana • 92707**  
(714) 556.4822 voice • (714) 556.6417 fax • (800) 494.4822 toll free

We have made a few changes over the past few weeks and you may have noticed a new invoice format - with the new format came the ability to electronically capture signatures and electronically deliver invoices to you via email or fax, in addition to the invoice you receive at the time of delivery or pick-up. Please let us know your preference, as well as update the company information we have on file, by filling out the remainder of this form and faxing it back to us at **(714) 556.6417**.

As a THANK YOU for taking the time to fill out this form, we've enclosed a coupon for **5% OFF** your next order if you complete this form by July 31, 2004!!

### BILLING INFORMATION

_____ Company Name	_____ Mailing Address	_____ City, State & Zip
_____ Company Phone #	_____ Company Fax #	Taxable? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Accounts Payable Contact	_____ Phone # / Extension	_____ Email Address

As a courtesy we send a duplicate copy of your invoice to the accounting office, how would you like to receive your duplicate invoices and monthly statements?

- Email (please provide email address) \_\_\_\_\_
- Fax (please provide fax number) \_\_\_\_\_
- Regular Mail

*If you chose the fax or email option, you will receive your invoices overnight.*

### SHIPPING INFORMATION

_____ Company Name	_____ Street Address	_____ City, State & Zip
_____ Name / Department for Shipments	_____ Phone # / Extension	_____ Email Address

### PURCHASING INFORMATION

_____ Purchasing Contact	_____ Phone # / Extension	_____ Email Address
Do you require a PO? <input type="checkbox"/> No <input type="checkbox"/> Yes	EPA 608 Certification? <input type="checkbox"/> No <input type="checkbox"/> Yes	EPA Contact : _____

### SALES INFORMATION

Authorized Buyers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### SIGNATURE

_____ Signature	_____ Printed Name / Title	_____ Date
--------------------	-------------------------------	---------------