

## CUSTOMER INFORMATION SHEET

Welcome! As a new customer, we will need some information to allow us to better serve your account needs. Please complete the form below and return to our Accounting Department at: [invoicing@platinumpkggroup.com](mailto:invoicing@platinumpkggroup.com).

Full Company Name: \_\_\_\_\_  
(If a subsidiary or division of a larger organization, please also specify parent company.)

DBA (if applicable): \_\_\_\_\_

Business Type: \_\_\_\_\_ In Business Since: \_\_\_\_\_  
(Please specify if: Corp, LLC, Sole Prop, or other)

Company Address: \_\_\_\_\_  
Street Suite or P.O. Box #  
\_\_\_\_\_  
City State Zip Code

Shipping Address: \_\_\_\_\_  
(Please complete if different from above) Street Suite or P.O. Box #  
\_\_\_\_\_  
City State Zip Code

Customer Type: \_\_\_\_\_  
(Please Check One)

**Private:** Produce Distributor Institutional Meal Provider Food Manufacture Bakery  
Senior Feeding Machinery Medical Tools Manufacturer Cannabis

**Public:** School District Institutional Distributor Jail Hospital

**Other:** \_\_\_\_\_

**NOTE:** The Platinum Packaging Group sends out all invoices, payment receipts, and credit memos via email (unless otherwise requested). Additional email recipients can be included on the lines provided below.

Authorized Person: \_\_\_\_\_  
(Please provide either: Chief Officer or Purchasing Manager) Name Title  
\_\_\_\_\_  
Email Address Phone Number & Extension

Authorized Person: \_\_\_\_\_  
(Please provide either: Financial Officer or Accounts Payable) Name Title  
\_\_\_\_\_  
Email Address Phone Number & Extension

Additional Emails: \_\_\_\_\_  
\_\_\_\_\_

**In addition to the information above, please provide a copy of:**

1. Completed W-9 Taxpayer Identification Number and Certification Form
2. Completed Sales Tax Rules and Regulations – Resale Card/Certificate

**Authorized Signature**

I certify that I am a representative of the above referenced company authorized to complete and submit the above information to The Platinum Packaging Group. To the best of my knowledge all information provided is correct.

Signature: \_\_\_\_\_  
(Printed Name) (Signature) (Title)