



New Customer Information Sheet

Dear Customer:

Thank-you for your order! We certainly appreciate your business.

Our experience has taught us that to properly serve you and protect ourselves that it is essential that we know a little bit about you. It is our company policy to maintain the following information in our files. This information is for internal use only and shall be kept confidential.

We require all requested information to be provided prior to dispatch of any merchandise.

Thank you for your understanding and cooperation.

FIRST ORDER POLICY- C.O.D., PRE-PAYMENT, or CREDIT CARD

Customers wishing Credit, COD or Credit Card terms MUST provide:

- * 3 or more domestic trade credit refs & bank reference.
- * New Customer Information Sheets and Export Compliance completed.

If you wish to pay by credit card, a payment link will be provided. Prices quoted are cash prices; otherwise, a 4% non-cash convenience fee will be charged.

If you wish to pay by ACH or wire transfer, please reference the Wire Transfer Instructions form.

Sincerely,

Joanne S. Grieme,
Finance Manager
Tel: 724-779-9500



New Customer Information Sheet

Company Name:

Bill To (If Different):

Ship To:

Company

Address

Address

Address

Address

City

State / Prov

City

State / Prov

Post Code

Country

Post Code

Country

Accounts Payable Contact Name

A/P Phone:

A/P Contact Email

Officers/Owners:

Name

Name

Name

Name

Name

General Manager

Name

Quality Manager

Type of business:

Sole Proprietor

Partnership

Private Corp. / LLC

Public Corp.

Military

Gov't

Month/Year Established

Where Incorporated

Number of Employees

Duns No:

CAGE Code:

Resale # or VAT #

Business Activity: *Check all that apply*

Airline

Manufacturer

FAA/EASA MRO

Distrib-Stockist

Broker

Military Contractor

Govt Sub-Contractor

Exporter/Importer

Other (Explain)

Are you an agent or agency of any foreign government, foreign military, U.N. OR N.A.T.O.?

No

Yes

Are you a foreign citizen operating in the USA?

No

Yes

UPS Account #

FedEx Account #

DHL Account #