



800-524-5427 254-751-1566 Fax 254-751-0299  
P.O. Box 21056 Waco, Texas 76702-1056

# Private Account Request Form

Please complete the following information and return by email or fax. *Account requests for private business accounts (For-Profit/Non-Profit/Non-Government/Corporate) typically process within 10-14 business days.*

E-mail: [sales@icswaco.com](mailto:sales@icswaco.com)

Fax: 254-751-0299

**Please include a copy of your tax exempt form and/or your reseller certificate with this request.  
Account requests WILL NOT be processed without these documents.**

**Billing Address:**

Send my annual catalog here. \_\_\_\_\_

Facility Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Contact Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_  
(For Invoicing)

Use this e-mail for my web store login. \_\_\_\_\_

**Shipping Address: (if different from billing)**

Send my annual catalog to: Physical Address \_\_\_\_\_ Mailbox \_\_\_\_\_

Facility Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailbox Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Facility Contact Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Use this e-mail for my web store login. \_\_\_\_\_

**Business History/Information:**

Please answer the following questions.

1. How long have you been in business? \_\_\_\_\_
2. What type of accounts/customers do you sell to? \_\_\_\_\_
3. What type of products do you primarily sell? \_\_\_\_\_
4. Do you keep inventory/stock in an on-site warehouse? \_\_\_\_\_
5. Please advise of any current government contracts. \_\_\_\_\_
6. Please provide your webstore address if applicable. \_\_\_\_\_
7. How did you hear about us? \_\_\_\_\_
8. Private accounts must be paid by credit card until credit line is approved by accounting. Accounts must be active for 60-90 days before line of credit is considered. Please initial that you agree. \_\_\_\_\_
9. Private account freight terms are FOB Waco or FOB Mill. Please initial here that you agree. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Position

Office Use Only: New Customer ID: \_\_\_\_\_ Existing Customer ID: \_\_\_\_\_  
ACT \_\_\_\_\_ CL \_\_\_\_\_ FDM4 \_\_\_\_\_ NS \_\_\_\_\_ Web \_\_\_\_\_ Info/Address Update \_\_\_\_\_  
L \_\_\_\_\_ P \_\_\_\_\_ C \_\_\_\_\_