



# SOUTHEASTERN PAPER GROUP

# NEW GOVERNMENT ACCOUNT APPLICATION

- Albany, GA  
  Atlanta, GA  
  Conway, SC  
  Pigeon Forge, TN  
  Spartanburg, SC  
 Vidalia, GA  
  Browns Summit, NC  
  Jacksonville, FL  
  Lakeland, FL

Please email completed application to: [GSA@sepg.com](mailto:GSA@sepg.com). For questions, call the government team at 800-858-7230, extension 3405

Application Date

Sales Rep. Name

Sales#

## OFFICE USE ONLY

Branch #

Customer Acct. #

Date Approved

Initial Credit Limit

Terms

PG

Approved By

## SECTION I

Agency Name (Hereafter referred to as "Applicant" in this Application & Guaranty)

Ship To Name (For multiple ship to locations, please include a separate list)

Billing Address

Shipping Address

City State Zip

City State Zip

Phone Fax

County Contact

Attention Ext.

Phone Fax

Accounts Payable Email

Mobile Phone

Receiving Hours

Special Instructions

## SECTION II

Anticipated Monthly Purchases Terms Requested:  COD  Credit Card  Net 30  Other: \_\_\_\_\_

Sales Tax Exempt?  Yes  No Sales Tax Number: \_\_\_\_\_ (A copy of the certificate must accompany this Application)

Special Invoicing Instructions (e.g., WAWF, Tungsten, Gov ePay, etc.): \_\_\_\_\_

Invoice via email?  Yes  No

Purchase Order Required?  Yes  No

Email address: \_\_\_\_\_

Accept subs?  Yes  No

Invoice with delivery?  Yes  No

Accept Backorders?  Yes  No

Packing slip w/delivery / Invoice mailed?  Yes  No

Do you participate in pallet exchange?  Yes  No

User ID

Password

Email Address