



2090 5th Avenue • Ronkonkoma, New York 11779  
Tel: 631-737-1333 • Fax: 631-737-1177

**New Customer Delivery Instructions**

**Customer Name:** \_\_\_\_\_

**Purchasing Contact:** \_\_\_\_\_

**A.P. Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

City ZIP

**Shipping Address:** \_\_\_\_\_

Street

City ZIP

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Sales Tax:** YES\* NO \*Signed resale certificate required.

**Resale Number:** \_\_\_\_\_

**Receiving Hours:** \_\_\_\_\_

**Forklift Capacity:** \_\_\_\_\_

**Special Unloading Instructions:** \_\_\_\_\_

**Please return this form via fax or email. Thank you!**