

New Customer Profile

New Project Profile

DETAILS:

Customer

Normal
Random
Special Project (Is New CustomerID Required?) Y / N
Total

Type: Customer Status: Active

*Customer ID: _____

Is this a new project for an existing Customer? YES/NO
If Yes, complete all items with *

Customer Name: _____

Mailing Address1: _____

Address2: _____

City, State, Zip: _____

Bill To Address1: _____

Address2: _____

City, State, Zip: _____

STP STREET Address: _____

City, State, Zip: _____

Parent Company: _____ Purchase Order #: _____

CONTACTS: Identify contacts in the Title column in regards to the reason for contact. We must have a contact for billing, operations, high result notifications, general STP observations, etc.

Contact Name	Title	Phone#	Fax#	Email	Mobile#
	Operator				
	STP				
	High Results				
	AcctsPayable				

*SPECIAL CHARGES: TCEQ Report \$ _____ Fuel Surcharge \$ _____

Other: _____

Report Delivery (check all that apply): Carry Mail eMail Fax

STP Access: Code Key Combo Call

List code, combo, or person to call to get into plant.

WEIR SIZE: _____

Directions to plant (attach google map):

Permit Attached: YES

Google Map Attached: YES

Special Instructions Attached: YES NO

*The employee who acquired the customer will begin filling out the form with all the information they have, it will then be given to the sample custodian for creating a new customer in sample master, creation of project id's, sample scheduling will be done with the route supervisor. After both have signed off, the form will be given to accounts receivable to make sure all prices and billing information is correct. After AR signs off, it should be given to the secretary who will set up reports and file.

Submitted by (employee that acquired customer): _____

Date Submitted: _____

Sample Custodian Signoff: _____

Route Supervisor Signoff: _____

Accts Receivable Signoff: _____

Secretary: _____

