



P.O. Box 387, Greenvale, NY 11548 [gramercymadison.com](http://gramercymadison.com)

# ACCOUNT APPLICATION

PLEASE FAX TO 212.532.9410 OR EMAIL TO [ACCOUNTING@GRAMERCYMADISON.COM](mailto:ACCOUNTING@GRAMERCYMADISON.COM)

**COMPANY NAME:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**ARE YOU INCORPORATED?** YES NO

**SHIPPING ADDRESS\*:** \_\_\_\_\_

**ARE YOU TAX EXEMPT?** YES NO

*If Yes, Please Attach a Tax Exempt/Resale Certificate.*

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**IS THIS A RESIDENTIAL ADDRESS?** YES NO

\* For Additional Shipping Locations, Please Attach Listing.

**ACCOUNTS PAYABLE CONTACT:** \_\_\_\_\_

**PURCHASING CONTACT:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TEL#:** \_\_\_\_\_ **FAX#:** \_\_\_\_\_

**TEL#:** \_\_\_\_\_ **FAX#:** \_\_\_\_\_

**WOULD YOU LIKE TO RECEIVE YOUR INVOICES/STATEMENTS ELECTRONICALLY?** YES NO

**IF YES, ENTER EMAIL ADDRESS AS TO WHERE THEY ARE TO BE SENT:** \_\_\_\_\_

**PLEASE CHECK BOX IF YOU ARE UNABLE TO ACCEPT ELECTRONIC INVOICES/STATEMENTS**

**PLEASE CHECK BOX IF YOU ARE NOT INTERESTED IN RECEIVING PROMOTIONAL EMAILS**

By signing below, I acknowledge Gramercy Madison Office Supply LLC is an independent contractor utilizing a variety of fulfillment partners. These partners provide services that include, but are not limited to, sourcing, inventory and the delivery of goods as well as accounts receivable collection and marketing.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

T: 212.532.6525 F: 212-532-9410 E: [accounting@gramercymadison.com](mailto:accounting@gramercymadison.com)