

# New Account Sheet

## Checklist to help Us Setup your Account

Company Name:

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Phone Number:

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Address:

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1. Fax or email Property addresses that we would need servicing.

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2. Instructions on Billing (are PO #'s required and contact information). Is there a limit we should notify somebody most times its anything over ( \$200 ).

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3. Whom we should notify to proceed with repair & phone number ?

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4. Contact names and numbers for your office, maintenance staff etc.

Billing: \_\_\_\_\_

Main Contact for Service: \_\_\_\_\_

Maintenance Staff: \_\_\_\_\_

Manger: \_\_\_\_\_

Other: \_\_\_\_\_

5. We normally email our bills directly to you and can provide statements each month, please provide us and email account you would like to use.

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

6. Billing info for locations, most accounts have specific trusts ,LLCs and landlords. Please provide us with the proper billing info. Example jobs done at 100 Main St should be billed to 100 Main St LLC.

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7. Any additional info you require or need from us please provide below.

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Please FAX back to 781-438-0678

Email to: [office@bostonappliance.biz](mailto:office@bostonappliance.biz)

