

New Customer Information Form

Thank you for choosing Sportsman Cap & Bag. To open your account and set up your online store, please provide the information below. Fields marked with an asterisk (*) are required. Return the completed form to your sales representative or to newcustomer@headwear.com.

1. Business & Billing Contact

Company / legal name *

Doing-business-as (if any)

Primary contact person *

Main point of contact for this account.

Main phone *

Mobile / alternate phone

Company web URL

2. Business Profile

Nature of business (check all that apply):

☐ Embroidery

☐ Screen printing

☐ Promotional products

☐ Uniform / workwear dealer

☐ Sporting goods

☐ Retailer / e-commerce

☐ Distributor / wholesaler

☐ Other (specify below)

If other, please specify

Years in business

Approx. annual purchases (\$)

ASI / PPAI / trade-org membership #

How did you hear about
Sportsman Cap & Bag?

☐ Sales-tax exempt — purchasing for resale (attach resale certificate)

Resale / exemption cert #

Issuing state(s)

Cert expiration date

3. Where We Send Documents

Email address(es) that should receive each document type. You may list the same address for all three.

Order confirmations *

Invoices *

Statements *

4. Bill-To Address

Primary / Bill-To address *

Company / Attn

Location nickname (e.g. MAIN, CHICAGO-DC)

Street address

City

State

ZIP

Country

Contact name

Contact phone

Contact email

5. Ship-To Address

Where orders ship. Give it a short nickname — we lock shipping to approved locations. For additional sites, attach a copy of this block.

Ship-To location *

Company / Attn

Location nickname (e.g. MAIN, CHICAGO-DC)

Street address

City

State

ZIP

Country

Contact name

Contact phone

Contact email

6. Authorization

I certify that the information above is accurate and that I am authorized to establish this account on behalf of the company named above.

Signature *

Title

Printed name *

Date *

Internal use only: Customer ID _____ Entered by _____