



New Client Information Sheet

Business Information

Legal name of business		Trade Name	
Business Street Address		City	State Zip
Billing Address		City	State Zip
Business Phone Number	Cell Phone Number	Business Toll Free Number	
Business Website Address		Date Business Established	Tax Exempt ☐ Yes ☐ No
Business Fax			
Federal Tax ID			
What are your normal business hours?			

Company Type

Company is: ☐ C-Corporation ☐ Partnership ☐ LLC ☐ Sole Proprietorship ☐ S-Corporation ☐ DBA ☐ Nonprofit ☐ Government		If Corporation, State of Incorporation	
Is there a Parent Company? ☐ Yes ☐ No		If Yes, Parent Company Name	
Is there a Subsidiary Company? ☐ Yes ☐ No		If Yes, Company Name	

Contact Information

Technical Contact

Name	Title	Email	Phone
Address	City	State	Zip

Accounts Payable Contact

Name	Title	Email	Phone
Address	City	State	Zip

Website Contact

Name	Title	Email	Phone
Address	City	State	Zip

Other Contact

Name	Title	Email	Phone
Address	City	State	Zip