



State of Colorado - Price Agreement # 2015-0000-0000-0220
Ordering Entity Account Activation Form

Agency Name: _____

(Example: Colo Dept of Transportation/Region 8; El Paso County - Facilities)

Type of Entity: (Choose One)	<input type="checkbox"/> State Agency or other State Department <input type="checkbox"/> Higher Education	<input type="checkbox"/> Political Subdivision <input type="checkbox"/> Non Profit (Requires Credit Application AND State NP #)
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Tax Status: (Choose One)	<input type="checkbox"/> Government (Exempt) <input type="checkbox"/> Non-Profit (Exempt)	<input type="checkbox"/> Non-Profit (Exempt)
Exempt Tax Status requires copy of Tax Exempt Certificate		

Billing Address:	_____	City: _____	State: <u>CO</u>	Zip: _____

	For multiple Ship-To's please attach a list.			
Ship-To Address:	_____	City: _____	State: <u>CO</u>	Zip: _____

Order Contact:	_____	Phone #:	_____
	Title: _____	E-Mail:	_____
Billing/AP Contact:	_____	Phone #:	_____
	Title: _____	E-Mail:	_____
Purchasing Contact*:	_____	Phone #:	_____
	Title: _____	E-Mail:	_____

Order Entry:		* Note: The Purchasing Contact above will be e-mailed an order confirmation for all orders regardless of how the order is placed.
Primary Type of OE: (Choose One)	<input type="checkbox"/> Phone/Fax <input type="checkbox"/> Fax ONLY <input type="checkbox"/> WP Web <input type="checkbox"/> WP Web ONLY	
PO # Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery Efficiency: (Choose One)	<input type="checkbox"/> Partial - Deliver each time products are available <input type="checkbox"/> Order Complete - Deliver all products at one time	

Invoice Option: (Choose One)	<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax	<input type="checkbox"/> Mail USPS <input type="checkbox"/> Invoice w/Delivery
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Payment Type: (Choose One)	<input type="checkbox"/> Check <input type="checkbox"/> EFT - please complete EFT form	<input type="checkbox"/> Credit Card <input type="checkbox"/> P-Card
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Delivery Information:	Please include location for drop off, delivery hours, delivery contact, etc.
Delivery Instructions:	_____