ONLINE ORDERING SET-UP FORM

Please email completed form to onlineorders@kssenterprises.com

ACCOUNT NAME:_____

ACCOUNT NUMBER(S): _____
If contact is ordering for multiple accounts, please list all account numbers

ADDRESS:_____

CITY: _____ **STATE:**_____ **ZIP:**_____

CONTACT NAME: _____ **EMAIL:** _____
This is the name of the person who will be doing the online ordering

CONTACT'S DEFAULT SHIPPING ADDRESS:_____
Address the contact person orders for most frequently if there are multiple "ship-to" addresses on the account.

USERNAME:_____ **PASSWORD:**_____
Requested username and password must be 4-10 characters. Passwords must include a number and at least one uppercase and one lowercase letter. Passwords are case-sensitive.

WHAT TYPE OF USER: Standard   Approver   Multi-user

IF USER IS STANDARD, DO THEY REQUIRE APPROVAL? Yes_____ No_____

CATALOG OPTIONS:

   1) Show entire catalog?   Yes_____ No _____
   2) If yes, show pricing in catalog?   Yes_____ No _____
   3) If yes to question one, allow ordering from general catalog? Yes_____ No _____

Sales Rep Name:_____ Sales Rep Number:_____ Date:_____

For Internal Use Only:

Date Request Received: _____   Date Customer Notified: _____

Phone: 269.349.6637
Fax: 269.349.6699

Email Us At:
info@kssenterprises.com

Branch Locations: Grand Rapids, Jackson, Midland, Petoskey, Sault Ste Marie, South Bend, Traverse City, Westland/Detroit