

# IML CUSTOMER ACQUISITION FORM

New ☐  
Update ☐

Name Of Person Submitting: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_

## IML CUSTOMER INFORMATION

IML Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_

## ACQUIRING COMPANY INFORMATION

IML Account Name: \_\_\_\_\_ Acquiring Date: \_\_\_\_\_  
Account Number: \_\_\_\_\_

## BILLING/SHIPPING ACQUISITION INFORMATION

Official Company Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## ACCOUNTS PAYABLE ACQUISITION INFORMATION

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
How would you like to receive your invoices? ☐ Email ☐ Mail  
How would you like to receive your statements? ☐ Email ☐ Mail  
Who is Authorized to make purchases on your account?  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Who is responsible for any existing open balance on the account? \_\_\_\_\_  
Is this account going to be closed or remain open? ☐ Open ☐ Close

## ACCOUNT TAX/TERMS INFORMATION

Will this section be the same as the Parent Company? ☐ Yes ☐ No

If No, please fill out the section below:

Charge Sales Tax: ☐ Yes ☐ No

For Tax Exempt customers located in AZ, CA, CO, FL, HI, IA, ID, IL, IN, KS, LA, MO, MS, NC, NJ, NM, NV, OH, OK, PA, SD, TX, UT, WA and WY, you are required by law to provide your tax exemption certificate. Please note: If proper documentation is not provided or cannot be verified through your state, sales tax will be charged on your orders.

Account Terms: ☐ Open Terms Account: Credit Line Requested: \$ \_\_\_\_\_  
(Please select one option) ☐ Credit Card ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER  
Card Number: \_\_\_\_\_  
Expiration: \_\_\_\_\_ Name on Card: \_\_\_\_\_  
☐ Prefer to receive a phone call on a secured line to give credit card information

\*Account will not be activated until information is obtained

\*A valid credit card is required for all credit card accounts. You are hereby authorizing us to use this card for purchases made on this account.

**PLEASE SEND COMPLETED INFORMATION ABOVE ALONG WITH AN EMAIL OR LETTER ON LETTERHEAD STATING THE ACQUISITION TO [NEWACCOUNTS@IMLSS.COM](mailto:NEWACCOUNTS@IMLSS.COM).  
YOU MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION OR DOCUMENTATIONS.  
PLEASE ALLOW 2 BUSINESS DAYS FOR PROCESSING.**