



Institutional Sales

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(414) 438-4999 Ext. 125 • (800) 236-4678 Ext. 125
Fax: (414) 438-4977 • (800) 643-9992

To open a Jack L. Marcus, Inc. Institutional Account please PRINT the information below and fax to 1-800-643-9992 ATTN: Mary Mueller. Your request will be processed upon receipt of this form.

BILLING INFORMATION:

Name of Facility: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Accounts Payable Contact: _____ Orders Contact: _____
Fax Number: () _____ E-Mail Address: _____
Tax ID Number: _____ Telephone Number: () _____

Bank Reference:

Name : _____ Contact : _____
Address : _____
City : _____ State : _____ Zip : _____ Phone : () _____

Trade References:

- 1. Company Name : _____ Contact : _____
Address : _____ City: _____ State : _____ Zip: _____
Phone : () _____ Account Number : _____
- 2. Company Name : _____ Contact : _____
Address : _____ City: _____ State : _____ Zip: _____
Phone : () _____ Account Number : _____
- 3. Company Name : _____ Contact : _____
Address : _____ City: _____ State : _____ Zip: _____
Phone : () _____ Account Number : _____

SHIPPING INFORMATION:

Name of Facility: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____ Position Held: _____
Telephone Number: () _____ Fax Number: () _____
E-Mail Address: _____
Back Orders Allowed? YES: _____ NO: _____
Number of Inmates: _____ Number of Catalogs: _____ Can Inmates receive our catalog? _____

The information set forth above is true and correct and I certify that I am authorized to act on behalf of the named facility.

Signature: _____ Date: _____

ALL INVOICES ARE NET 30. Invoices paid after 30 days will be subject to a late penalty of 1½% per month. All invoices are to be paid with a business check.