



**SOUTHERN  
COMPANIES**

## **NEW CLIENT SET UP FORM**

**\*\* Please complete and return to: [adminoffice@southerncompanies.net](mailto:adminoffice@southerncompanies.net)**

**Company Name:**

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**Contact(s) for orders: (name, email, phone number)**

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**Billing Address:**

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**Billing email: (please confirm you can receive invoices by email: yes no)**

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**Billing and A/P Contact: (email / phone number)**

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**Does your company have special billing instructions? Yes  No**

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**\*\*Credit terms: Net 30 from invoice date, upon credit approval**