

## Customer information

Thank you for your interest in becoming a customer with Codex DNA.

Complete and return this form to [orders@codexdna.com](mailto:orders@codexdna.com). This information is for opening a customer account with Codex DNA and is for internal purposes only.

## Business details

Business name		Web address	
Street address		City	
State	ZIP/postal code	Country	Phone

## Key contacts

### ACCOUNTS PAYABLE

Name	Title	Email	Phone

### SHIPPING/RECEIVING

Name	Title	Email	Phone

### PRIMARY END-USER

Name	Title	Email	Phone

### INVOICE RECIPIENT (if different from accounts payable)

Name	Title	Email	Phone

### OTHER

Name	Title	Email	Phone

Shipping information

Complete if shipping address is different from business address.

Street address		City
State	ZIP/postal code	Country

Do you have your own shipping account? If yes, complete the information below. Yes No

Shipping agent name	Account number
Preferred Incoterms	EOR or CR number

Do you have a customs broker? If yes, complete the information below. Yes No

Broker name	Broker contact number	
Street address	City	
State	ZIP/postal code	Country

## Accounting information

Bank name

Bank contact

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Street address

City

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State

ZIP/postal code

Country

Phone

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Business checking account number

Sales tax (value)

VAT ID number (if applicable)

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Tax exemption status

Tax liable

Tax exempt

Tax/VAT exemption ID number (if applicable)

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All tax-exempt customers must submit their tax exemption certificate to the Codex DNA customer service department, to be kept on file for the duration of the business relationship. Customers who are non-US citizens or non-permanent residents for US tax purposes may need to complete additional forms. If required, we will contact you.

Purchasing agent/invoice agent name

Purchasing agent/invoice agent email

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**BILL-TO ADDRESS** (if different from business address)

Street address

City

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State

ZIP/postal code

Country

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Customer signature

Date

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Submit this form (along with any applicable tax exemption certificates) to Codex DNA customer service: [orders@codexdna.com](mailto:orders@codexdna.com)