



## **Welcome to the DWS Family!**

In order to get started, we will just need the following (2) forms completed and returned via email to Courtney Casey at [courtney@dwsprinting.com](mailto:courtney@dwsprinting.com) to create your customer file:

### **1: Client Information Form**

Please fill in all the information, including contact numbers, email addresses and trade references. Please make sure to include a fax number for each of these trade references provided. Should you choose not to provide trade references, please understand that for each order placed, you may be required to make payment in full prior to your order shipping.

### **2: Resale Certificate**

The purpose of this form is so that New York State understands that you will be reselling the labels we are producing (in the form of your finished product), which is why we will not be charging you with sales tax. Please fill in the top section where it says "Purchaser Information" in addition to either Section 1 or 2 (depending on your location) and sign the bottom.

Should you have any questions regarding either of these two forms, please feel free to contact Courtney Casey at 631.667.6666 x 117 ([courtney@dwsprinting.com](mailto:courtney@dwsprinting.com)).

*Thank you for choosing DWS. We look forward to working with you!*

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