

New Sold-To Customer Information Sheet (CIS)

Usalco Salesperson:											
Company Name:											
Billing (Postal) Address:						Corporate Address (if different):					
City:		State:		Zip:				City:		State:	
Company Website URL:											
AP Contact Name:				Phone:				Email:			
Purchasing Contact Name:				Phone:				Email:			
ROSS Product Code:				Application:				Annual Req.:			
Price:			Freight Terms:				<input type="checkbox"/> NSF <input type="checkbox"/> ANF				
Product relabel labels:			Relabel SDS received?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Relabel name listed with NSF/ANF:				
Paperwork: (check all that apply)		Customer Branded BOL: <input type="checkbox"/>		Packing List: <input type="checkbox"/>		CoC: <input type="checkbox"/>	CoA: <input type="checkbox"/>	CoA Type: <input type="checkbox"/> Standard <input type="checkbox"/> Custom	<input type="checkbox"/>		
Custom CoA Approved Parameters:											
Name of Delivery Location:											
Delivery Address:			City:			State:		Zip:			
Advanced Shipping Notice (ASN)?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide email:							

Plant Information for Packaged Deliveries.

Site Contact Name (Day Shift):				Phone:			Email:		
Site Contact Name (Evening & Weekends):				Phone:			Email:		
Delivery hours:						Delivery Appointment needed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Documents Emailed To:				Documents with shipment?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Lift Gate?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Plant Information for Bulk Deliveries

Site Contact Name (Day Shift):				Phone:			Email:		
Site Contact Name (Evening & Weekends)				Phone:			Email:		
Unloading Method		<input type="checkbox"/> Truck Air <input type="checkbox"/> Plant Air <input type="checkbox"/> Truck Pump <input type="checkbox"/> Plant Pump							
Discharge Line Fitting		<input type="checkbox"/> Flanged 4-bolt <input type="checkbox"/> Male Camlock <input type="checkbox"/> Female Camlock <input type="checkbox"/> 2" <input type="checkbox"/> 3"							
Storage tank size:				Storage Tank Construction:					
Size and length of hose:		<input type="checkbox"/> 2" <input type="checkbox"/> 3"		No. of Feet:					
Delivery Hours:				Dedicated Trailer Required?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Temperature Requirement:				If yes, note min and max temp:					
Who unloads truck?		<input type="checkbox"/> Driver <input type="checkbox"/> Plant operator		What PPE is Req.?					

Will product be drummed or toted off?		
Additional Info:		
Security Requirements? (i.e. Security Seals, Proof of dedicated trailer, TWIC, Photo ID, etc.)		
If there is a state storage tank certificate, please send with this completed document.		
Is there a storage tank inspection program in place?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the driver have clear access to the unloading area?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is public access restricted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does customer observe & approve the hookup prior to unloading?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are spill materials readily available on site?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Eyewash Station in close proximity (_____ Feet) and in working order?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Shower in close proximity (_____ Feet) and in working order?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Tank have secondary containment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Tank properly labeled?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Tank Level Gauge visible to the driver? Type _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Tank vented?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Driving Directions - Include local road directions, weight/bridge restrictions, and anything drivers need to be aware of for a safe delivery

Name		Job Title	
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Signature

Information Required to Place an Order with Usalco

1. Email all purchase orders and order-related questions to orders@usalco.com
2. Purchase orders to include but not limited to:
 - a. Purchase order number
 - b. Customer name and ship-to-address details
 - c. Product name and quantity details
 - d. Price
 - e. Delivery date
 - f. Freight terms
 - g. Payment terms
 - h. Special delivery instructions

Please visit usalco.com to download a copy of our SDS and Technical Data Sheets.