UNIQUE
WOOD PRODUCTS

CRAFTED IN-HOUSE · SERVICE-DRIVEN · TRADE-PROVEN

New (Cash) Account Application

Cash accounts track purchases and support sales-tax-exempt status.

CONTACT DETAILS

COMPANY NAME _____ FULL NAME / CONTACT _____

STREET ADDRESS _____ CITY / STATE / ZIP _____

COMPANY PHONE _____ CELL PHONE _____ E-MAIL (GENERAL) _____

COMMUNICATION & ORDER ROUTING

Specify the correct email for each function so quotes, orders, and invoices reach the right person.

EMAIL — QUOTES / ESTIMATES _____ EMAIL — SALES ORDERS _____ EMAIL — INVOICES / BILLING _____

ACCOUNTS PAYABLE CONTACT NAME _____ ACCOUNTS PAYABLE PHONE _____

PURCHASE ORDER & PAYMENT

Do you require a PO Number on invoices? ☐ Yes ☐ No

IF YES — PO NUMBER FORMAT / INSTRUCTIONS _____

Preferred Payment Method:

☐ Cash ☐ Credit Card

SALES TAX EXEMPTION

Are you sales tax exempt? ☐ Yes — Resale Certificate attached ☐ No

A valid Texas Sales and Use Tax Resale Certificate must be submitted with this form. Tax-exempt status is not applied until a certificate is on file. Certificates expire and must be renewed — it is the customer's responsibility to provide updated documentation.

EXEMPTION CERTIFICATE NUMBER _____ CERTIFICATE EXPIRATION DATE _____ TYPE OF EXEMPTION _____

AUTHORIZATION & SIGNATURE

By signing below I confirm all information is accurate and agree to Unique Wood Products' payment terms for cash accounts.

SIGNATURE _____ PRINT NAME _____ DATE _____

Please direct all completed forms to: mgarcia@uniquewoodproducts.com
9915 Tanner Road, Houston TX 77041 · www.uniquewoodproducts.com

INTERNAL USE ONLY

RECEIVED BY _____ DATE _____ ACCOUNT # ASSIGNED _____ TAX CERT. ON FILE? Y / N