



New Account Check List

- New Account Set Up List
- Account Info & Specs (copy for AR File)
- Cover Letter
- Areas To Be Serviced
- Client Specifications (If Different From Standard)
- Supply Price List
- Cost Analysis (With Correct Days Of Service)
- Signed Contract (**Must Be Signed By Client**)
- References
- Copy Of Business Card
- Copy Of Holiday Schedule For Service Location

All information and paperwork referenced above as requested by Accounts Receivable is included in this package.

Sales Signature

Date

AR Signature

Date