



GRAPHICSCENTRAL
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New Customer Account Set-Up Information - PDF

Welcome to Graphics Central! We are excited that you have chosen to work with us and we look forward to a long-standing relationship with you and your staff. Please let us know how we can be of assistance.

The following information is needed to get you set-up in our system and make future projects easy from an accounting perspective. All new clients must fill out:

- [New Client Information Form with Acknowledgement of Terms and Conditions](#)
- [W-9 Form](#)
- [Government Tax Exempt Form*](#)

*This form is only necessary if you are reselling product ordered from Graphics Central. We must charge sales tax on all orders unless we have a completed Government Tax Exempt Form on file.

- All first-time orders will be payable COD with cash, check or credit card upon receipt of materials. If you choose to use a credit card, we require that you fill out a [Credit Card COD Form](#).
- Graphics Central minimum order is \$150.
- Graphics Central policy is 50% payment upfront for purchase of materials and 50% upon delivery based on agreed terms.
- Other credit terms are available after the first order, Call for Additional Payment Options 770-455-8804 and Ask for Michelle Dorminey.
- If Client issues a purchase order, memorandum or other instrument covering the goods or services provided, it is agreed that such document is for the Client's internal purposes.