



Duo Digital Prints
2455 EAST 58TH STREET
VERNON, CA. 90058

Welcome New Customer

Dear New Customer,

We would like to take this opportunity to welcome you to our company and pledge to you our commitment to provide you with the finest quality, service, and price that we can possibly deliver.

We are attaching a number of documents to explain how we work. Please review and ask any questions about any clarification you need.

Additionally, we need a few pieces of information in order to set up your account:

1. A completed new customer form
2. A copy of your Re-seller permit (or we will be required to collect sales tax)

Our terms of sale are payment in advance of delivery. We offer the following payment methods:

1. Check or cash
2. EFT through our Quickbooks account at no charge
3. All credit cards are accepted with a 3.75% additional fee
4. Wire or TT directly to our bank account at no charge

We thank you for putting your trust in us. We will do everything we can to live up to your expectations.

Sincerely,
Duo Digital Prints Inc

How to Complete this Template

1 Open the template and do a file Save As - name the file in the following format:
YYYYMMDD Customer_Name Details

2 Complete the Customer Details Tab

3 Enter Primary Contact

4 Enter Billing address details

5 Enter Email & Phone number

6 If you are a re-seller, enter your Resale Certificate number and check the box to confirm you are attaching a copy of your certificate. To attach, go to the Resale Certificate tab, select insert illustrations and select a JPEG or PDF of your certificate.

7 If the Shipping address is the same as billing, check the box otherwise enter shipping details.

customerservice@truedigitalindustries.com

323-476-7383

If you need assistance, please contact Customer Service and a customer service rep will walk you through the process.

customerservice@truedigitalindustries.com

323-476-7383



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2455 East 58th Street

Vernon, CA. 90058

Customer Name: _____

Primary Contact Name: _____

Billing Address: _____

Billing City: _____ Billing State: _____ Billing Zip: _____

Email: _____ Phone Number: _____

Resale Number: _____ Resale Certificate Attached:

Shipping same as Billing

Shipping Name: _____

Shipping Address: _____

Shipping City: _____ Shipping State: _____ Shipping Zip: _____

Resale Certificate

Return the completed and signed form to the following:

__Duo Digital Prints Inc_____

__2455 E. 58 Street_____

__Vernon, CA 90058_____

__customerservice@truedigitalindustries.com_____