

**PARTY SPECIALTY SALES
ACCOUNT APPLICATION
FAX COVER SHEET**

Customer Service Phone Number: 1-800-852-6060
New Accounts Fax Number: 1-800-203-4933

TO: Party Specialty Sales New Account Processing Department

From: _____

Special Notes: _____

The following items must be completed in their entirety before submitting your application:

- A. Actual Store Location – address, store contact, and store phone number.
- B. Ship to – only fill in if different than store location.
- C. Bill to – address, accounts payable contact person, and phone number.
- D. Ownership Information – name, address, phone number, and social security number.
- E. Buyer information – name, phone number, and mailing address.
- F. Account Information – Federal Tax ID# if a Corporation or LLC: ALL other fields must be filled in except D&B#
- SIGNATURE – if sole proprietorship or partnership, owner must sign: if LLC of corporation, it must be signed by the president, vice president, secretary, treasurer, CEO, or CFO. Always include the title.

***Other information may potentially be requested at a later date in order for credit to be granted.