



Bryan Electric
1800 E. State St., Suite 150C
Hamilton, NJ 08609
Phone: 609-393-8325
Lic: NJ 6222B; PA 46170; DE T1-0016571

Doing Business with Bryan Electric

Below are Standard Steps & Procedures, designed to provide clarity and define expectations.

- 1) **Scope of Services:** Customer shall provide a detailed scope of services with any/all important supporting information, i.e. pictures, drawings, notes, etc. Relay all information including project contact's Name, Number, and email to Estimating@bryanelectricco.com.
- 2) **Customer Application:** New Customers shall complete the "Customer Application" (See Below). *Existing customers may need to update information.
- 3) **Authorization:** Formal Purchase Order &/or Signed Proposal acknowledging proposed scope, value, terms, and conditions required prior to dispatching services.
- 4) **Billings:** Invoice(s) shall be submitted/paid in accordance with proposed terms outlined in the Proposal-Estimate.
- 5) **Payment:** Payments can be made by Check, ACH, or Credit Card.
 - **Check:** Make payable to : **Bryan Electric**
1800 E. State Street - Suite 150C
Hamilton, NJ 08609
 - **ACH:** Contact Accounting@bryanelectricco.com
 - **Credit Card:** Card Holder contact Accounting@bryanelectricco.com

Thank you for your attention and effort on these matters, we look forward to working together!

Bryan Electric



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Customer Application

COMPANY CONTACT INFORMATION

Company Name:			
Company DBA:			
Phone:		Web Address:	
Company Physical Address:			
City:		State:	Post Code:
Country:		FEIN TAX ID:	
State Incorporation:		Date Started:	Tax Resale #:
Corporation: <input type="checkbox"/> LLC: <input type="checkbox"/> Partnership: <input type="checkbox"/> Proprietor: <input type="checkbox"/> Other: <input type="checkbox"/>			
Purchasing Contact:			
Phone:		Email:	
Alternate Purchasing Contact:			
Phone:		Email:	

COMPANY INVOICE / BILL TO INFORMATION

BRYAN ELECTRIC PREFERRED METHOD OF INVOICING IS VIA E-MAIL.
 PLEASE PROVIDE AN E-MAIL ADDRESS THAT YOU WOULD LIKE TO RECEIVE YOUR INVOICES

Invoice / Billing Email:			
Accounts Payable Contact:			
Phone:		Email:	
Accounts Payable Alternate Contact:			
Phone:		Email:	
INVOICE BILLING Address:			
City:		State:	Post Code:
Attention:			

COMPANY SHIP TO / RECEIVING INFORMATION

Ship To Name:		Address:	
City:		State:	Post Code:
Receiving Contact:			
Phone:		Email:	
Alternate or Copy to - Delivery Contact:			
Phone:		Email:	

Freight Company(s) of Choice

Freight Company of Choice (list 2) NOTE: IF ORDER QUALIFIES FOR FREE SHIPPING- SELLER RESPONSIBILITY			
1- Freight Company:		Carrier Account #:	
Freight Contact:		Phone:	
2- Freight Company:		Carrier Account #:	
Freight Contact:		Phone:	
Special Requirements:		Tailgate Required? YES: NO:	
Customer Application - PREPARED BY:			
Prepared by Name:		Title:	
Prepared by E-Mail:		Phone:	

-COMPANY BANK INFORMATION-

Bank Account Name:

Bank Account Number:

Bank Name:

Website:

City:

State:

Post Code:

Bank Officer Contact:

Bank Email:

Bank Phone:

Other:

Trade Reference #1

Company Name:

Address:

City:

State:

Post Code:

Phone:

Fax:

E-mail:

Type of account:

Trade Reference #2

Company name:

Address:

City:

State:

Post Code:

Phone:

Fax:

E-mail:

Type of account:

Trade Reference #3

Company name:

Address:

City:

State:

Post Code:

Phone:

Fax:

E-mail:

Type of account:

-PLEASE MAKE SURE ALL FORM FIELD(S) ARE COMPLETED AS REQUIRED -

Upload the Following:

- **Valid Sales Tax Exemption Certificate (if applicable)**
- **Valid W-9 Form**

Customer hereby authorizes Bryan Electric to contact references for verification purposes. All information will remain confidential and will not be distributed for public use.

Signature (Customer Representative)

Date