



Local (440) 322-5411
Wats (800) 222-5411
Fax (440) 322-9090
www.royalsupply.com

A Davera Corporation

12/8/09

To: Our Valued Customers

We take this time to wish you and yours a Happy Holiday season and a prosperous New Year. Royal Supply is celebrating its 5th year under new ownership of its 83 year existence, and is preparing for our next 83 years. We want to thank you our customers for your continued support of local business.

Beginning in December we are implementing our new computer system, and are taking this time to update our records with our customer's current information. With all the volatility and economic turmoil this past year we need to input accurate information about your billing, shipping, name, name changes, invoicing protocol, etc. You can fax this form back to 440.322.9090 or e-mail us at esales@royalsupply.com, or go to our website www.royalsupply.com and click on the link that says Customer update and e-mail it back to us.

What is the correct bill to and ship to for your company?

Bill To Name: _____
Bill To Address: _____
City: _____
State: _____
Zip Code; _____
P.O Box: _____
Phone Number: _____
Fax Number: _____
Accounts Payable Contact/Phone number/Extension _____
E-mail Invoices to what e-mail address _____

Ship to Name: _____
Ship to Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Fax Number: _____
E-Mail Address: _____

Purchasing Contact _____
Purchase Order Required: Yes ___ or No _____ (please mark x)
Authorized personnel to purchase: _____
Taxable ___ Resale _____ (please mark x) Tax Exempt Number if applicable: _____
If tax exempt please fill out current tax exempt form