



ACCOUNT SET UP

FOR OFFICE USE ONLY:

ACCT ID: _____

SALES REP: _____

Job Site/Manager Information:

PROPERTY NAME

STREET

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL

MANAGER NAME

PHONE NUMBER

Property Management:

PROPERTY MANAGEMENT COMPANY/OWNER NAME

STREET

CITY

STATE

ZIP

MAIN PHONE NUMBER

FAX NUMBER

MAIN EMAIL

ACCOUNTS PAYABLE NAME

PHONE NUMBER

Billing Information (CHECK ONE):

- Bill the Job Site/Manager.
- Bill the Property Management Company or Owner.

As a primary part of our "Green" initiative, we try to reduce paper waste by emailing all invoices when possible.

If you have any further questions, please feel free to contact us at credit@pglongllc.com