



2200 Y.H. Hanson Avenue  
Albert Lea, MN 56007-3407  
Phone: 507.373.5006  
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**NEW CUSTOMER INFORMATION**

MCB Sales Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Customer: \_\_\_\_\_

Address: \_\_\_\_\_

Credit Approved: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contacts: \_\_\_\_\_

Buyer/Purchasing: \_\_\_\_\_

Receiving: \_\_\_\_\_

Accounts Payable: \_\_\_\_\_

Customer's Vendor Quality Program: \_\_\_\_\_

Unitizing Instructions: \_\_\_\_\_

Pallets Required: \_\_\_\_\_ Pallet Exchange: \_\_\_\_\_

Hand Jack Required: \_\_\_\_\_

Bundling: \_\_\_\_\_

Receiving Hours: \_\_\_\_\_ Appt. Needed: \_\_\_\_\_

Time: \_\_\_\_\_ Notification: \_\_\_\_\_

Dock Height: \_\_\_\_\_

Size of Units: \_\_\_\_\_

Maximum Height: \_\_\_\_\_

Stretch Wrap: \_\_\_\_\_

Additional Info: \_\_\_\_\_

**Email to: [customerservice@mcbox.com](mailto:customerservice@mcbox.com)**