



I. G. MARSTON CO., INC.



www.igmarston.com

8 Mear Road, Holbrook, MA 02343 | Mailing Address: P.O. Box 432 | Toll Free: 800.783.1397 | Fax: 781.767.1519

New Customer Requests an Open Account

Date:

Company name:

Street Address:

City, State/Province:

Postal Code:

Attention: Accounts Payable Department

Subject: Information to Opening an account

I.G. Marston Co., Inc. requires the initial purchase order to be shipped out **COD**. The new client provides us with their UPS account number or deems Best Way to ship, as shipping fees are their expense. Upon completion of the 1st PO our accounting department will forward your company a notice: “**Request for Credit/Trade References**” which refers to information we are seeking to review, before extending credit and an open account with the IG Marston Co., Inc.

Sincerely,

Joyce Pulsifer

Joyce Pulsifer

Accounting & Customer Service

jpulsifer@igmarston.com

[**www.igmarston.com**](http://www.igmarston.com)

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