



I. G. MARSTON CO., INC. MEAR ROAD, P.O. BOX 432, HOLBROOK, MA 02343

## IG Marston Co., Inc.

8 Mear Road, Holbrook, MA 02343

Mailing: PO Box 432

Toll Free: 800-783-1397 Fax: 781-767-1519

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

### 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 1<sup>st</sup> 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,

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Joyce Pulsifer

Accounting & Customer Service

[jpulsifer@igmarston.com](mailto:jpulsifer@igmarston.com)

**Manufacturer of Washers, Gaskets, Discs, Custom Stampings of  
Non-Metallic Materials – Rubber & Plastic**

**Serving the Fastener Industry since 1844 – ISO 9001:2008 Certified, Cage Code 67LS2**