



COMPANY NAME			
PRIMARY CONTACT		EMAIL	
SECONDARY CONTACT		EMAIL	
ADDRESS			
CITY // STATE // ZIP		COMPANY URL	
COMPANY PHONE	COMPANY FAX	DIRECT PHONE	MOBILE PHONE

Note, all storefronts receive one monthly invoice. Please contact your salesperson or the storefront team for questions.

PAYMENT METHOD:	Pricing shown on site to calculate totals but payment is billed monthly offsite		
	Credit Cards (authorize.net)		
How does customer need to receive invoices?	Mail	Email	Please provide valid email address
Special fields to include on billing spreadsheet (i.e. location, department, user, etc.)			
Are purchase orders required? (ex. Monthly or Blanket PO) Yes No			

STOREFRONT TYPE:	B2B / Business to Business		B2C / Retail Business to Consumer ***NOTE CREDIT CARD ONLY***			
PRODUCTS:	Estimated Number of Unique Products:		1-25	26-50	50-100	100+
	Estimated Number of Categories:		1-10	11-20	21-50	50+
	Type of Products:	POD (Print on Demand) Static		POD Customizable		Downloads/Assets
		Inventory/Fulfillment	Inventory Management:	Yes	No	Suggested Quantity Range:
SKU NUMBERS:	Customer Will Provide		N/A	Hederman to Assign		MINIMUM MAXIMUM
BILLING ADDRESS OPTIONS:	Select One Option					
	Selected from Location List In Shopping Cart		Option to Enter Custom Billing Address In Shopping Cart			
SHIPPING MODE:	Select One Option					
	Shipping to Office Locations Only (Global)		Custom Address Book Shipping Only (Entered by user and saved to their account only)		Both	
SHIPPING METHOD:	UPS on HB's Account		UPS on Customer's Account:		Account Number/Billing Zip Code	
	UPS Ground is default option. List additional methods if needed. (ex. UPS 2nd Day Air, UPS Next Day Air, etc.)					
HB Local Delivery Other _____						
CUSTOMER REQUIRED FIELDS: (AT CHECKOUT IF APPLICABLE)		Internal Job Number	Department	Cost Center	Other _____	
LOCATIONS:	1-10	11-20	21-50	50+	**SEND SPREADSHEET WITH LOCATION INFO / ADDRESSES	
PLEASE LIST PREFERRED URL FOR STOREFRONT (include alternative options if first choice is unavailable). Ex. Companyname.hederman.com						

END USER INFORMATION

ACCESS:	Only pre-approved users may access site:	Yes	No	**PROVIDE SPREADSHEET WITH FULL NAME, EMAIL ADDRESS, LOCATION, USERNAME (OPTIONAL) AND PASSWORD	
	Self-registration allowed to access site:	Yes	No	Mark Yes or No in the APPROVALS section if they need to be approved.	
USER GROUPS:	Are multiple user groups required? No Yes, <i>Contact your sales representative or the storefront team to discuss.</i>				
PRODUCTS:	Do you want prices to be visible on the site?		Yes	No	
	Do you want specs to be visible on the site? (trim size, paper, inks, etc.)		Yes	No	
	Do you want users to have the ability to download PDFs of the items/artwork?		Yes	No	

ADMINISTRATOR INFORMATION AND NOTIFICATIONS

PREFERRED ADMIN:	ADMIN NAME			ADMIN EMAIL					
	PREFERRED USERNAME			PASSWORD					
SECONDARY ADMIN:	SECONDARY ADMIN NAME			SECONDARY ADMIN EMAIL					
	PREFERRED USERNAME			PASSWORD					
APPROVALS:	By Order	Yes	No	By Specific Product(s)	Yes	No	By Self-Registration Users	Yes	No
	APPROVER(S) ACCOUNT NAME			EMAIL					
	APPROVER(S) ACCOUNT NAME			EMAIL					
	APPROVER(S) ACCOUNT NAME			EMAIL					
NOTIFICATIONS: <i>Some are on by default</i>	When order is placed:			Yes	No	Yes		No	
	When order is pending approval:			Yes	No	Yes		No	
	When order is approved and placed:			Yes	No	Yes		No	
	When order is declined:			Yes	No	Yes		No	
	When order has shipped:			Yes	No	Yes		No	
	When user has self-registered:			Yes	No	Yes		No	
	When product inventory is low:			Yes	No	Yes		No	

USE THIS SECTION FOR ADDITIONAL NOTES

Click the attachment button to the left or use the field below for additional information such as username, location list, product names, SKU numbers, category or tax breakdowns, product descriptions or any special instructions.

Please provide list of users, location list and product database(s) as an Excel file.