



'Bill To' and 'Ship To' Code Set Up Form

(Please send completed form to Laura Martin, Business Affairs, Thompson University Center)

Bill To Address

Buyer Code <small>(up to 4 characters)</small>		Buyer Code <small>(up to 4 characters)</small>	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
City, State Zip		City, State Zip	

Ship To Address(es)

Ship To Code <small>(up to 6 characters)</small>		Additional Ship To Code	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
Street Address		Street Address	
Room/Building		Room/Building	
City, State Zip		City, State Zip	

Additional Ship To Code		Additional Ship To Code	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
Street Address		Street Address	
Room/Building		Room/Building	
City, State Zip		City, State Zip	

Requested By

Department	Name	Phone	Date