



ACCOUNT INFORMATION UPDATE FORM

UPDATED October 2015

Please fill out, then print, sign, scan and email this completed form to sales@dwgdistribution.com.

If you do not have a scanner you may fax the form to 516-933-4910, and email sales@dwgdistribution.com to confirm the fax was received.

Current Account Information

Company Name: _____

DWG Account Number: _____

Information To Be Updated

Please change our company name to: _____

Please include updated tax certificate, DBA, or other supporting documentation.

Please change our master email address (web login email address):

Old Email Address: _____

New Email Address: _____

Please change our billing address to:

Street Address: _____ **Floor/Suite:** _____

City: _____ **State:** _____ **Zip Code:** _____

Business Phone # _____ **Business Fax #** _____

I hereby authorize DWG to make the above-listed changes to my account.

Signature _____ Title _____

Print Name _____ Date _____