

Requested by: _____ Date Requested: _____

Check the appropriate box:

New Client: New Ship to Address: Client Reactivation:

New SOLD TO Customer Master Request

Sold To and/or Billing Address / Communication Info

Company Name: _____

Street Address: _____

City: _____

District: _____ (Tax Jurisdiction)

State/Prov/Region: _____

Country: _____

PO Box: _____ PO Box Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Contact Information

Purchasing Agent Name: _____

Phone: _____ Fax: _____

Email: _____

Accounts Payable Contact: _____

Name to Send Invoice To: _____ Email: _____

New SHIP-TO Customer Master Request

Associated SOLD TO customer(s): _____

Company Name: _____

Street Address: _____

City: _____
District: _____ (Tax Jurisdiction)
State/Prov/Region: _____

Country: _____
PO Box: _____ PO Box Postal Code: _____
Phone: _____ Fax: _____
Email: _____

COA Contact

First Name: _____ Last Name: _____
Phone: _____ Fax: _____
Email: _____

Shipping Information

End Use: _____ Shipping Condition: _____
Forwarder: _____ Customer Exempt: _____

Additional Comments

Please send completed form to compoundportal@westlake.com or your assigned Account Manager or Customer Service Representative.

Completed by Internal WGC Team:

Org Structure Info

Company Code: _____

Distribution Channel: _____

Sales Org: _____

Division: _____

Plant: _____

Payment and Shipping Information

Currency: _____

Payment Terms: _____

Sales District: _____

Sales Office: _____

Sales Group: _____

Transportation Zone: _____

Credit Limit Requested: _____

Shipping Conditions: _____

Summary Bill: _____

INCO Terms 1: _____

INCO Terms 2: _____

Freight Disposition: _____

(Applicable for Rail Only)

Tax Classification needed for affiliated Sold To: US, CAN, MX, Other?

US Canada Mexico Other: _____

Please send completed form to compoundportal@westlake.com or your assigned Account Manager or Customer Service Representative.