



# NEW ACCOUNT SETUP

For Federal Government Customers

HD Supply Facilities Maintenance, Ltd.  
P.O. Box 509058, San Diego, CA 92150-9058

**Requested Credit Limit**  
  
(Anticipated monthly spend)

**New Accounts:** Phone: 1-800-798-8809 Fax: 1-800-283-8883

Please check if applicable:  I need a catalog  I need to place an order  Order attached  I need to shop online

**Agency or Participant Information** (FOR ADDITIONAL PROPERTIES, PLEASE ATTACH A PROPERTY LIST)

Agency, Facility or Division \_\_\_\_\_

Military Branch (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Number of Units/Rooms \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

**Federal Tax Identification Number** \_\_\_\_\_ If you are tax exempt, check here

Agency Type:  Federal Agency  Federal Lodging/Temporary Living Facility  Federal Prison  
 Federal Medical  Government Reseller  Government Contractor  Other \_\_\_\_\_

Contract:  GSA Schedule Contract  AFNAF  DoD EMALL  Other \_\_\_\_\_

To establish terms, please submit a signed purchase order.

E-mail Address† \_\_\_\_\_

† Please note that if you wish to order from hdsupplysolutions.com, an e-mail address is required. Once your account has been set up, you will receive an e-mail confirmation of your ability to order online.

**Billing Information**

E-mail Address \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

**Purchasing Instructions**

Preferred Authorization Contact Method  Phone  Fax  E-mail

P.O. required for all purchases  P.O. required only for orders over \$ \_\_\_\_\_

**Optional Authorized Purchasers' Names:** COMPLETE THIS SECTION ONLY IF YOU WISH TO REGULARLY MAINTAIN AUTHORIZED PURCHASERS.

1. Name \_\_\_\_\_ Title \_\_\_\_\_ Preferred Contact Method:  Phone  Fax  E-mail  
E-mail \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_ Preferred Contact Method:  Phone  Fax  E-mail  
E-mail \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_ Preferred Contact Method:  Phone  Fax  E-mail  
E-mail \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (PLEASE PRINT) \_\_\_\_\_ Title \_\_\_\_\_

Submit this form to [FMAccountServices@hdsupply.com](mailto:FMAccountServices@hdsupply.com) or call 1-800-798-8809 to set up your account or connect your present account with our contract. If you require terms, submit a signed PO.  
To receive GSA Schedule contract pricing, your account must be connected by the Account Services Team.