



FAX: 800-356-9169

PHONE: 800-521-4600

## CONTACT INFORMATION UPDATE FAX BACK

The FCC recently passed a new rule taking effect on June 1, 2005 that requires us to obtain your consent and signature to continue receiving information via fax or email from Carolina Wholesale.

In order for us to continue faxing or emailing you important information such as order confirmations, UPS tracking information and special pricing we must have your consent. Please sign and fax this form to 800-356-9169. If we do not receive your signed consent, we will no longer be able to provide you order confirmation, UPS tracking information or special pricing via fax or email.

- Yes - Fax, I would like to continue receiving faxed information from Carolina Wholesale. I have provided my fax number and signature below.
- Yes - Email, I would like to continue receiving emailed information from Carolina Wholesale. I have provided my email address and signature below.
- Please Remove my name from future fax transmissions. My information is listed below.
- Please Remove my name from future email transmissions. My information is listed below.
- Please Correct my information on your distribution list. I would like to continue receiving information from Carolina Wholesale. Please make the appropriate changes to my information as detailed below.

Name: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Title: \_\_\_\_\_ Ship to #: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Signature: \_\_\_\_\_

# FAX This Form To: 800-356-9169

## **CAROLINA WHOLESALE**

*Office Machine Company, Inc.*

**Please complete this form and return it to Carolina Wholesale**

## **DESIGNATE AN E-COMMERCE USER ADMINISTRATOR**

Carolina Wholesale requires each customer to designate a primary user administrator who will be responsible for maintaining their company's Carolina Wholesale Online user names and passwords.

The user administrator is responsible for:

1. Requesting customer's Online ID and password with Carolina Wholesale
2. Maintaining all Online ID password and user information for their company.
3. Designating a backup administrator to perform these duties when they are unavailable.

The user administrator is the only person authorized to contact Carolina Wholesale Online's Support to request new ID's, request changes to existing ID's, or request deletions of existing ID's. Other associates are free to contact our Online Support Group with support questions, however Online Support will refer all registration questions to their user administrator.

Please provide the names, phone numbers, and E-mail addresses of the individuals who will serve as the primary and backup user administrator for your company.

\_\_\_\_\_  
Customer Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Primary User Administrator Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Backup User Administrator Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

To obtain additional support for Carolina Wholesale Online, the user administrator should contact the Carolina Wholesale Online Support Group via e-mail at [online@cwholesale.com](mailto:online@cwholesale.com) or contact your Account Executive. Representatives are available Monday through Friday 8:30 AM to 5:30 PM EST.

This application and agreement is submitted by applicant to Carolina Wholesale Office Machines Company (Carolina Wholesale) to obtain an access to Carolina Wholesale Online website. Carolina Wholesale reserves the right to decline access to applicant and, in the event access is established, change or revoke access on the basis of changes in Carolina Wholesale policies. All product sales are by Carolina Wholesale to the applicant and are subject to Carolina Wholesale's standard Agreement On Terms and Conditions as published in our catalog or website ([www.cwholesale.com](http://www.cwholesale.com)) at the time of sale. Any variance from those terms or conditions will be effective only if agreed to in writing by Carolina Wholesale prior to the time of sale. Customer acknowledges and agrees that Carolina Wholesale may send customer marketing and business communications from time to time via various means, including e-mail. Customer's e-mail address will never be disclosed to any organization outside Carolina Wholesale and will not be voluntarily shared with any outside marketing agencies. Customer responsible for all transactions that occur on Carolina Wholesale Online and are responsible for all user's that receive access via assigned user ID(s) and password(s).

### **SIGNATURE SECTION**

Applicant hereby agrees to the foregoing and authorizes the administration of Online accounts to the Primary and Backup Users in this document. The following must be completed in order to have a Carolina WholesaleOnline account established.

\_\_\_\_\_  
Owner/Partner/Corporate Officer Name – Please Print (Required)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Owner/Partner/Corporate Officer Name –Signature (Required)

As of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**FAX COMPLETED APPLICATIONS TO: (800) 356-9169**

Use this cover sheet to return your information to Carolina Wholesale

## FAX TRANSMITTAL COVER PAGE

**PLEASE DELIVER TO CAROLINA WHOLESALE ONLINE**



**To: Carolina Wholesale Online**

Phone Number: (800) 521-4600

Fax to: (800) 356-9169

**From:**

Company Name \_\_\_\_\_

Main Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Or by mail to:** Carolina Wholesale  
Attn: CW Online  
425 East Arrowhead Drive  
Charlotte, NC 28213

Upon approval of a Carolina Wholesale Online account the primary user administrator will receive an e-mail from with your new Online account number and password. Please allow 48-72 hours for your account to be established.