



Customer Profile Information

Please complete the following information for each customer sold-to and ship-to location.

General Business Information

Sold to: _____ Ship to: _____

County (for US customers) _____

Contact Information (include at least one contact at the ship to location)

Contact Name _____	Contact Name _____
Title/Responsibility _____	Title/Responsibility _____
Phone () _____	Phone () _____
Fax/Telex () _____	Fax/Telex () _____
Email () _____	Email () _____

Contact Name _____	Contact Name _____
Title/Responsibility _____	Title/Responsibility _____
Phone () _____	Phone () _____
Fax/Telex () _____	Fax/Telex () _____
Email () _____	Email () _____

Chevron Phillips Territory Account Representative _____
 Chevron Phillips Sales Account Manager _____

Documentation Requirements

Please indicate documents required by the customer, the number of copies, the media used to receive the document (fax, mail, misc), and the recipient of the document. If special requirements are indicated, please attach a copy with details.

Document	Req'd (Y/N)	# Copies	Media	Recipient(s) & Address
Bill of Lading	_____	_____	_____	_____
Material Safety Data Sheet	_____	_____	_____	_____



Invoice ** _____

Certificate of Analysis - Standard _____

** For multiple "Ship To" and "Bill To" addresses, please attach a separate sheet.

Special COA Requirements: _____

(Requirements exceeding Standard C of A **MUST** be pre-approved by Spec Web Committee)

Approver Name: _____

Billing / Invoice Information

Sales Tax Exemption #: _____ (A sales tax exemption number is needed for each Ship-to location)

*****Certificate must be faxed to Chevron Phillips Tax Dept. at 832-813-6062 no later than five business days after 1st order is placed.*****

Payment Terms: _____

Special Invoice Requirements: _____

Delivery Information

Delivery Terms: _____ Transportation Mode: (Primary) _____
(Secondary) _____

Rail Customer:

Delivering Carrier: _____ Rail Siding Name: _____

Can more than one railroad deliver to your facility? If so, what other railroad(s) can access/deliver to your facility?"

Truck Customer:

Days Delivery Required/Accepted: _ Mon _ Tue _ Wed _ Thu _ Fri _ Sat _ Sun

Delivery Hours _____

Delivery Equipment Requirements: (i.e., pumps, extra hoses, silo capacity, access, etc.)



Special Delivery Instructions: _____

Product Information

For each product purchased from Chevron Phillips, indicate preferences/requirements:

Product Description (Chevron Phillips):

Customer End Use: _____

Labeling/Marking Instructions: _____

Additional Product Requirements: _____

Service Providers

Freight Forwarder Special Instructions: _____

Additional Profile Information

If interested in web access to your account, go to the “eService Center” link on the Chevron Phillips Chemical web page.