

# Customer Account Maintenance Form

HPM Building Supply, 16-166 Melekahiwa Street, Keaau, HI 96749

PHONE: (808)966-5466 / FAX: (808)966-7564 / EMAIL: [my.account@hpmhawaii.com](mailto:my.account@hpmhawaii.com)



Account Name: \_\_\_\_\_ Account Code: \_\_\_\_\_

## ACCOUNT INFORMATION: *Update the following*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Billing Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## AUTHORIZATION TO CHARGE

**ADD:** Name of Person(s) authorized to create sales orders, pick up orders, and request information on this account:

Name:	Title:	Phone	Email	Allow eCommerce Orders	Allow to make acct. changes
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**DELETE:** Name of Person(s) no longer authorized to create sales orders, pick up orders, and request information on this account:

**Name:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## SIGNATURE

**I authorize the above changes on my account, effective immediately**

Authorized Signature

Print Name

Title

Date

**Return completed form to any HPM location or send the completed form via email to [my.account@hpmhawaii.com](mailto:my.account@hpmhawaii.com)**

## For HPM Internal Use Only

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_