

Address Change Request

EMTEK®

BILL TO SHIP TO BOTH

DATE

Account Number

Account Name

OLD ADDRESS

Company Name

Address

Phone Number

NEW ADDRESS

Emtek does not drop ship to residential addresses, job sites, or non-commercial buildings.

IS THIS A COMMERCIAL LOCATION? YES NO

How often do you expect to request drop shipments to this address?

Once a month

More than once a month

PERSON REQUESTING CHANGES

Print Name

Title

Signature

Emtek reserves the right to allow or disallow shipping addresses.

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**Please Fax Account Updates to (800) 577-5771
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