

**'Bill To' and 'Ship To' Code Set Up Form***(Please send completed form to Bruce Abrahamson, Business Affairs, Oregon Hall)***Bill To Address**

Buyer Code <i>(up to 4 characters)</i>		Buyer Code <i>(up to 4 characters)</i>	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
City, State Zip		City, State Zip	

Ship To Address(es)

Ship To Code <i>(up to 6 characters)</i>		Additional Ship To Code	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
Street Address		Street Address	
Room/Building		Room/Building	
City, State Zip		City, State Zip	

Additional Ship To Code		Additional Ship To Code	
Contact Person		Contact Person	
Contact Phone	()	Contact Phone	()
Department/Pgm		Department/Pgm	
Zip Plus 4		Zip Plus 4	
Street Address		Street Address	
Room/Building		Room/Building	
City, State Zip		City, State Zip	

Requested By

Department	Name	Phone	Date