

# CONTACT UPDATE FORM

## To Our Valued Customer:

Please complete and return this form to us to ensure we have the most up to date and accurate contact information for your business. We appreciate your assistance in helping us maintain accurate information.

Company		Purchasing Contact	
Address		Purchasing Phone	
City, State, Zip		Purchasing Email	
Main Telephone		AP Contact	
Main Fax		AP Phone	
Main Email		AP Email	

## Communication Policies

By supplying an email you agree that all documents and communications may be sent via email. This includes, but not limited to, acknowledgments, invoices, price updates and returns.

Return form by faxing to (773) 523-3639 or emailing to [info@justinblair.biz](mailto:info@justinblair.biz). This form is also available on our website that can be filled out digitally using Adobe Acrobat (<http://justinblairco.com/product-literature/contactform.pdf>).

## Your Choices as to How Information is Used

We use your e-mail to communicate with you in regard to invoices, order acknowledgements, statements and general company information. If you do not wish to receive e-mails from us, you may opt out of future e-mails by following the directions on the bottom of the e-mail that you receive or contacting us directly to change your e-mail preferences.

## Our Sharing of Personally Identifiable Information with Third Parties

We do not share your personally identifiable information with third parties, except in the following circumstances:

**Credit Card Processing** - We share personally identifiable information with third-party credit card processors to enable the processing of credit card orders. Justin Blair uses BluePay/PayPal to provide credit card processing and information entered in making a purchase is done so through BluePay/PayPal.

**Third Party Service Providers** - We may share personally identifiable information with third parties, who perform service for us, such as data analysis and customer service. These third parties have access to personally identifiable information to perform their services but not for other purposes.

**Law Enforcement** - In the event that we have a good-faith belief that it is necessary to share personally identifiable information to comply with laws or regulations and protect our customers, the public or our business.

**Sale or Merger** - In the event that our business or a portion or all of our assets are sold, personally identifiable information may be included as a transferred asset in the sales transaction.

## OFFICE USE ONLY

COMPANY

ACCOUNT#

UPDATE DATE

contactform09112020

(800) 566-0664 [info@justinblair.biz](mailto:info@justinblair.biz) [www.justinblairco.com](http://www.justinblairco.com)    [justinblairco](http://justinblairco.com)

**Doing business, made easy!**

[WWW.JUSTINBLAIRCO.COM](http://WWW.JUSTINBLAIRCO.COM)