

Walsh Location Shipto *and/or* New User Setup and Change Form:

Reason (Choose one):

- ☒ New Shipto Location Account or New User
☐ Change to Existing Shipto (i.e. Address Change) or User

Office Depot Account #	90756147
Ship To Job # (Location)	222153
Company # (2 digits)	02
Company Name	Walsh Construction Company II, LLC
Phase Code (10 digits ONLY)	01.6103.00.00
Bill To Job # (Cost Center)	222153
Cost Center Description (Auto-fill cell)	02.222153.01.6103.00.00

Ship Orders to this Address:

Address line 1	10 Executive Blvd
Address Line 2	
City	Yonkers
State	NY
Zip Code	10701
Contact Name	Lisa Pauline
Contact Phone Number	734-383-2746
Contact Email	lpauline@walshgroup.com
Delivery Hours	9:00 AM -4:00 PM

Walsh New User Set Up Form:

(Complete this section **only** if not a current user)

First Name	
Last Name	
Email	
Phone Number	
Default Job Number	

User Role (Choose One):

- Regional Admin (Supervisor) ☐
General User ☐

User Approval Requirements and Spending Limits (Choose One)*:

No Spending Limits or Approval Requirements ☐

OR

Route All Orders to Regional Admin For Approval ☐

OR

Route Orders to Regional Admin When: ☐

Total Order Exceeds \$

*Default Maximum Order Limit is \$2500.00

Regional Admin Name (Required): Samantha Rapp