10114 Chatham Woods Suite 100



Cincinnati, Ohio 45140

800-998-6335 (T)

866-876-3290 (F)

IBEE

MEMBER SET UP REQUEST

You may also complete an online form at: <http://www.unishippers.com/shipping-services/IBEE_Form.htm>

|  |  |  |  |
| --- | --- | --- | --- |
| Contact: |  | Title: |  |
| Company: |  | | |
| Address: |  | | |
| City: |  | | |
| State, Zip |  | Phone: (   ) | |
| Email: |  | Fax: (   ) | |
| Billing Options: (send invoice via:) | | EMAIL  FAX  MAIL | |
| Shipment Processing Preference: | | Waybills  Electronic | |
| International Shipping: | | Yes  NO | |
| Supplies: | Letter  Legal  Express Packs:  Lg  Sm  Pouches Domestic Air Bills  International Air Bills | | |

To become a shipping client and participate in the Builders Exchange program: Please fill in application and fax to Anne Stengner at 866.876.3290

1. Anne Stenger of Unishippers (800.998.6335) will contact each BX member applicant, providing information on how to obtain shipping supplies. Anne will set up contact information then contact each member for individual support and service.
2. The initial shipping supplies will come from Unishippers to BX members.
3. Anne will then contact each member a second time, to train members on the shipping processes, with on-line shipping program or, if you prefer, manual process.