

## **Instone Website User Account Access Request**

The Instone website, [www.instoneco.com](http://www.instoneco.com) and portal.instoneco.com is a tool that was created to help customers access information quickly and efficiently to improve the overall sales process. General information (inventory availability, product and technical information) is available on line WITHOUT a User Account (username and password).

Additional information is available to those WITH a User Account.

- Account Specific Pricing for all products & product lines
- Ability to efficiently place orders online
- Ability to access order & invoice history
- Ability to access Account Information

Requesting User Account Access for the Instone Website requires company approval. Only authorized purchasing agents of the company shall receive a User Account. This request authorizes Instone to establish User Account Access and acknowledges that all purchase orders submitted via this login are authorized and will comply with the terms and conditions set forth in our credit terms. Your company is responsible for maintaining User Accounts and also responsible for requesting modifications as needed if/when purchasing agent(s) are no longer associated with your company.

By requesting User Account Access, you acknowledge that any information obtained by having access to this additional information (like pricing) shall remain confidential between your company and Instone.

*\* To setup multiple User Account Logins / A unique Email Address is needed per account.  
Please complete and submit this form for each additional user account. \**

### **Purchasing Contact Information (please print or type)**

Company Name

Instone Account Number

Full Name of Purchaser

Purchaser Email Address

*(Above email address will be your **User Name**)*

Phone Number

### **Company Officer Contact Information**

Officer Signature

Printed Name

Title

