



H.O. Wolding, Inc.®  
9642 Western Way  
PO Box 217  
Amherst, WI 54406

YOUR SUCCESS DRIVES US!®

Company Name	_____
Contact Name:	_____
Billing Address:	_____
	_____
	_____
Phone:	_____
Email:	_____

**Please Return Completed Form  
by Fax: 715-824-4667**

## DOCUMENT POLICY

As part of our commitment to sustainability, H.O. Wolding, Inc. (H.O.W) utilizes a document imaging and invoicing system. After we electronically scan your documents, we store your electronic record according to our record retention policy. The original paper copies are destroyed accordingly, in the normal course of business.

Electronic document storage allows us to more quickly retrieve your invoicing information and bill of lading and POD images and answer any questions you may have, thereby providing optimal customer service.

Please take the time to review and complete the following information carefully. This information is necessary in creating or updating your customer profile in our system.

### 1. Please check your document requirements below:

- H.O. Wolding Freight Bill
- Copy of Bill of Lading (*originals not available*)
- Lumper/Unloading Receipt
- Scale Ticket
- Other: \_\_\_\_\_

### 2. Please choose the method by which you would prefer to receive invoices:

- Mail
- Fax #: \_\_\_\_\_
- Email Address: \_\_\_\_\_

If you have any questions, please feel free to contact Customer Service, (800) 945-9090 ext. 4267 or email [documents@wolding.com](mailto:documents@wolding.com).