

UNM/CULLIGAN BOTTLED WATER PROGRAM  
March 2004

This program requires *all* accounts to be placed on P-Card. Existing accounts must fill out these forms using their current account number. New accounts will be assigned a number when service is in place and they are entered into the system.

Attached is a form that must be faxed to our office. You will receive a phone call within 2 business days confirming your order. A time will be scheduled for setting up equipment.

**ALL ACCOUNTS MUST HAVE YOUR P-CARD NUMBER. NO ACCOUNTS WILL BE SET UP WITHOUT A P-CARD.**

The benefits of using Culligan:

1. 24 hour turn around service on phone in orders.
2. Use of water guard on all dispensers, keeping the tank clean.
3. No-spill caps on all bottles so there are no more messes when replacing the bottle.
4. Discounts for UNM accounts

Customer Service

Call our office and talk with one of our staff to find out about current specials and UNM discounts.

Please fill out the following form and fax to our office at 260-0215, Attention New Accounts. If you do not hear from us in 2 business days, please contact Nadine Brown @ 260-9999.

UNM REQUEST FOR BOTTLED WATER SERVICE

Fax # 260-0215

Existing Account? \_\_\_\_\_ If yes, Account # \_\_\_\_\_

Dept. Name \_\_\_\_\_

Address \_\_\_\_\_

Building Name \_\_\_\_\_ Room # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Alternate Phone #1 \_\_\_\_\_ Fax # \_\_\_\_\_

Delivery Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Billing Information:

Name on P-Card \_\_\_\_\_

P-Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Type of Coolers      Quantity

Hot/Cold                      \_\_\_\_\_

Tap/Cold                      \_\_\_\_\_

Room Temp                    \_\_\_\_\_

We suggest 1 bottle per 5 people per week in an office. Please use this formula when calculating your usage. We deliver every two weeks and there should be 1 or 2 bottles full when we deliver. There is an \$8.00 refundable deposit per bottle on the initial set up and a minimum of 3 bottles to start.

Number of Bottles needed for initial set up? \_\_\_\_\_