



ROBINSONS

HARDWARE
— since 1874 —

31 Washington Street
Hudson, MA 01749
(978) 562-7317

1 Nicholas Road
Framingham, MA 01701
(508) 877-1888

In early December we will be replacing the software we use to run and manage our hardware sales. The new software will allow us to offer some exciting new and updated opportunities to serve in the future.

In preparation for this change over, we are asking for an updated list of Authorized Users. Your list should include **ONLY** the people in your company or business that will actually come into the store and charge to your account. It should not include office staff or other employees who will not be coming into the store to pick items up. To have an Authorized User list, there must be more than one person on the list.

Please send your updated Authorized User list to Gail@Robinsons1874.com by Friday, November 20, 2020. You can also fax it to (978) 562-1120.

We appreciate your assistance in help us implement this exciting new system!

Yours truly;
Kim, Jeff and Dirk Underwood

PS.

Please us the form on the back of this page to send us your Authorized User list

Company _____

Accounts Payable Contact _____

A/P Contact's Email _____

A/P Contact's Phone _____

Is a PO or Job Name Required? _____ YES _____ NO

If Yes marked above, do you require a Physical PO to be presented or is a verbal PO acceptable?

_____ Verbal PO is okay _____ Physical PO is required

The following people are authorized to charge to our account:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Email to Gail@Robinsons1874.com or fax to (978) 562-1120