



8401 Eagle Creek Parkway
 Savage, MN 55378
 Phone: 952-808-3640
 Fax: 952-808-3650
 www.hydraflexinc.com

Please complete all sections below and return completed form to
 Jessica Gerenz, Senior Buyer - jgerenz@hydraflexinc.com

Company:	
(Name & Remit to Address)	
Accounts Receivable Contact Name:	
Accounts Receivable Email:	
Website:	
Sales Representative Name:	
Phone:	
Fax:	
Email:	
Primary Internal Contact Name:	
Phone:	
Fax:	
Email:	
Backup Internal Contact Name:	
Phone:	
Fax:	
Email:	
HPP Champion Contact Name:	
Phone:	
Fax:	
Email:	
Email Purchase Orders To:	
Hydra-Flex Payment Terms:	
Freight Terms:	
ISO Certification & Type:	(Please include copy of your current certification when returning this form.)

Below is our updated company and contact information as of OCT. 18th, 2016.
Please update your records accordingly.

Address:	Hydra-Flex Inc.
	8401 Eagle Creek Parkway
	Savage MN 55378
AP Department Contact Email:	ap@hydraflexinc.com
Delivery Address:	Hydra-Flex Inc.
	8401 Eagle Creek Parkway
	Dock 6
	Savage MN 55378
Main Phone:	952-808-3640
Website:	www.hydraflexinc.com
Primary Contact:	Jessica Gerenz
Title:	Senior Buyer
Phone:	952-808-3640 Ext. 9722
Fax:	952-808-3650
Email:	jgerenz@hydraflexinc.com
Secondary Contact:	Tyler Fink
Title:	Production Planner
Phone:	952-808-3640 Ext. 9741
Fax:	952-808-3650
Email:	tfink@hydraflexinc.com
Important Notes:	<ul style="list-style-type: none"> ✓ All cartons must be individually labeled with HFI Part Number, Purchase Order Number, & Revision Level. ✓ Maximum carton weight not to exceed 45 Lbs. ✓ No Styrofoam packaging peanuts allowed. ✓ On Time Delivery Schedule: 3 days early/0 days late. ✓ Quantity Allowance: +/- 10% of original order quantity. ✓ Closing Orders Short: Prior to processing shipment, notify Buyer via email for approval to close order short.