



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, Purchasing Manager - 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 February 3, 2021.
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:	Purchasing Manager
Phone:	952-808-3640 Ext. 9722
Fax:	952-808-3650
Email:	jgerenz@hydraflexinc.com
Secondary Contact:	Laura Buhman
Title:	Buyer
Phone:	952-808-3640 Ext. 9713
Fax:	952-808-3650
Email:	lbuhman@hydraflexinc.com
Important Notes:	<ul style="list-style-type: none"> ✓ All cartons must be individually labeled with HFI Part Number, Quantity, 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 if greater than +/- 10% allowance.