

Panera, LLC- Corporate Catering Account – Subaccount Info Sheet

Company Name: _____ Taxpayer ID: _____

Billing Address: _____

Department (Subaccount): _____

Contact name & email address: _____

Email address for electronic invoices: _____

Accounts Payable Contact Name: _____ Phone: _____

Accounts Payable Email: _____

Authorized Users on Subaccount:

	FULL NAME	PHONE NUMBER	EMAIL ADDRESS	DEPARTMENT
1				
2				
3				
4				
5				
6				
7				

List of Cafes for Subaccount Use:

Cafe Location	Cafe Location

- Are purchase orders required for payment? Yes or No
- Same or different PO# for each order? _____ Who will provide the PO#? _____

The undersigned is duly authorized to sign on behalf of the company identified above and by his/her signature authorizes Panera, LLC to add the above referenced subaccount to the Panera Bread Corporate Catering Account in place between the company identified above and pursuant to the same credit terms.

Signature & Date

Name & Title

To be filled out by Panera A/R department:

Parent CCA Name: _____ Parent CCA Number: _____