



# Customer Maintenance Form

ABN 36 702 093 234

<b>Customer Name</b>	_____		
<b>Customer ID</b>	<input style="width:95%;" type="text"/>	(fill in if known - if new customer, DENR office to complete once created)	
<b>Action to be taken</b> (tick one only)			
<b>CREATE</b>	<input type="checkbox"/>	(complete all sections)	<b>MODIFY</b>
			<input type="checkbox"/>
			(complete only those sections below which need modification)

**Active**       **Distribution Preference**        **E-mail**        **Post**        **Fax**   

**Postal Address**  
(i.e. Postal Box) \_\_\_\_\_  
\_\_\_\_\_

**Business Address**  
(i.e. Street, Road) \_\_\_\_\_  
\_\_\_\_\_

**Telephone No.** \_\_\_\_\_      **Fax No/Tel 2** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

<b>Details/Reason for Customer Modification/Creation of Customer</b>

<b>Requested by</b> (Name)		<b>Signature</b>	
<b>Position Title</b>		<b>Phone No.</b>	
<b>Location</b>			

<b>FINANCE USE ONLY</b>			
<b>Processed by</b> (Name)		<b>Signature</b>	
<b>Position Title</b>			

Forward to Accounts Receivable Section, Financial Services Branch, GPO Box 1047, Adelaide SA 5001

- This form is only to be used for once off customers where the good or service has already been provided
- Payment of goods and services must always be made in advance before the good or service is provided (weddings, hire, admissions, etc). A new customer account will not be created where the good or service should have been made in advance
- A request for Credit Form needs to be completed for customers who would like regular trade with this agency
- This form must be completed for new customers identified through the use of a cartnote