



# Customer Information Update Form

What Dream Homes Are Made Of

## ACCOUNT INFORMATION

**A** Account Code:   
 Master Numeric ID:\*   
 Account Name:

**B** Customer Address:   
  
 City:  State:  Zip:   
 Phone Number:   
 Fax Number:   
 Cell Number:   
 Email:

**C** Add/Delete Authorization to Charge:

Complete Name

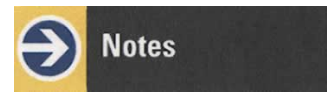
Add  Delete   
 Add  Delete   
 Add  Delete

**D** Add/Delete Contact Information:

Add  Delete Name:  Email:   
 Phone Number:  Cell Number:  Dept:   
 Add  Delete Name:  Email:   
 Phone Number:  Cell Number:  Dept:   
 Add  Delete Name:  Email:   
 Phone Number:  Cell Number:  Dept:

## ADD NEW JOB ACCOUNT INFORMATION

**E** Job Name:   
 Job Address:   
  
 City:  State:  Zip:   
 → please add Job Contact in section D  
 Job Taxable:  Yes  No  
 Tax Exempt #:   
 Tax Exempt Certificate must be attached  
 P.O. # Req.:  Yes  No  
 IL Sales Person's Name:   
 Does Job have a special price list?  Yes  No



You must fill out the information in section A and Sign section F.

After completing A, fill in only the fields that have changed. For example, if your street address has changed, but your town has not, only provide us with the new street address.

To add a new "Job", you must fill out sections D & E.

**F** Signature: \_\_\_\_\_  
Signature Printed Name Date

### Type of Contact

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Principal/Owner | <input type="checkbox"/> Accounting  |
| <input type="checkbox"/> Purchaser       | <input type="checkbox"/> Misc./Other |
| <input type="checkbox"/> Principal/Owner | <input type="checkbox"/> Accounting  |
| <input type="checkbox"/> Purchaser       | <input type="checkbox"/> Misc./Other |
| <input type="checkbox"/> Principal/Owner | <input type="checkbox"/> Accounting  |
| <input type="checkbox"/> Purchaser       | <input type="checkbox"/> Misc./Other |