

MoversSuite Local CLIENT SETUP REQUEST

BOOKER:

M

UPDATE ONLY?

Enter the legal name of the business which corresponds to the client's D&B number. Enter the Doing Business As name which will be used for all correspondence. Enter Division name if applicable, if not applicable enter NONE. Enter the Dun & Bradstreet (D&B#) number for the client or NONE in the client does not have one.

LEGAL NAME:

DOING BUSINESS AS:

DIVISION NAME:

D&B #:

Enter the physical address of the client which corresponds to the client's D&B number.

PHYSICAL ADDRESS:

STREET:

CITY:

STATE:

ZIP:

COUNTRY:

Enter the billing address for the client in which all invoices and collections correspondence should be sent.

REMIT TO ADDRESS:

STREET:

CITY:

STATE:

ZIP:

COUNTRY:

Enter the phone number and fax number for the client. If a fax number is not available enter NONE.

PHONE:

FAX:

Enter the name of the contact at the client and the e-mail address if available. If no e-mail address is available enter NONE.

COMPANY CONTACT:

E-MAIL:

Select storage requirements for the client now and possibly in the future.

STORAGE?:

Will the customer have storage?

Yes

No

Credit Department/Accounting Manager Use ONLY:

Credit Approved

Credit Limit:

GP Customer ID: