CONCEPT WOODWORKS

New Customer Information Sheet

Please complete and return to matt@conceptdww.com

CUSTOMER IDENTIFICATION

Customer display name *

Title | First name | Middle name | Last name | Suffix

Company name

CONTACT INFORMATION

Email (invoices will be sent here)

Additional / CC email

Phone – mobile | Phone – work / other | Fax

Website

BILLING ADDRESS

Street

City | State | ZIP | Country

SHIPPING ADDRESS

☐ Same as billing address

Street

City | State | ZIP | Country

SUB-CUSTOMER

☐ This is a sub-customer of another customer

Parent customer name

TAX INFORMATION

☐ This customer is tax exempt

Reason for exemption

Tax resale number

PAYMENT & INVOICING

Preferred payment method	Preferred delivery method (Email / Print / None)	Payment terms

NOTES

Notes (internal use)

** Required field (QuickBooks Online requires a customer display name)*