



CUSTOMER

New Customer Detail

Originator: Date:

Customer Trading Name:

Full Contact name: Known as:

If applicable:

(Previously known to us as:))

Address:

.....

..... Post Code:

Tel. No: Mobile No: Fax No:

Type of Business: Window Installer/ Builder/DIY/One Off (delete as necessary)

Source: Walkin/Advert/Recommend/Salesman (delete as necessary)

ACCOUNTS

Account Short Code: *Payment Terms:*

Date Account Opened:

Proposed Discount: *Confirmed by:* *Date:*

Notes: a. Please complete **ALL** italics sections at initial contact.

b. All bold sections are for accounts use only.

c. This form will be circulated to Highbridge and Bristol offices when completed by accounts for detail to be entered/updated on trade counter computers, window design package & your depot Goldmine.

THIS MUST BE DONE TO ENSURE ALL DATA HELD BY THE COMPANY IS THE SAME!

DEPOT

Bristol depot

Checked & entered by: Date:

Checked & entered by: Date:

On completion, this form is to be returned to accounts at Bristol for filing.

Fully completed form received at Bristol on: by: