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## Sheet 2 Customer's Communication Lines

### Address and Other Important Details

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Company  
Office Address  
P.O. Box  
Homepage  
VAT ID

### Billing

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**Invoicing** By providing this information you decide how you would like to receive our invoices.

by postal mail  
    Invoicing Address  
    Street/Number  
    P.O. Box  
    Post Code/Place

by Email

**payment reminders** different Email address for payment reminders  
Email

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### Contact Person for Invoicing

Surname, First Name  
Phone  
Email

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### Bank Details (e.g. for Credits)

Account Holder  
Account Number  
Bank  
Sort Code  
IBAN  
BIC

### Contacts

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|                           |                |
|---------------------------|----------------|
| <b>Secretary's Office</b> | Phone<br>Email |
|---------------------------|----------------|

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|             |                |
|-------------|----------------|
| <b>24/7</b> | Phone<br>Email |
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|                  |                |
|------------------|----------------|
| <b>System/IT</b> | Phone<br>Email |
|------------------|----------------|

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|                            |                |
|----------------------------|----------------|
| <b>Contract Management</b> | Phone<br>Email |
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