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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

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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
	Email

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<b>24/7</b>	Phone
	Email

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<b>System/IT</b>	Phone
	Email

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<b>Contract Management</b>	Phone
	Email