

Sheet 2 Customer's Communication Lines

Address and Other Important Details

Company
Office Address
P.O. Box
Homepage
VAT ID

Billing

Invoicing

by Email
 Invoicing Address
 Street/Number
 P.O. Box
 Post Code/Place
by Telefax
by Email

Contact Person for Invoicing

Surname, First Name
Phone
Email

Bank Details (e.g. for Credits)

Account Holder
Account Number
Bank
Sort Code
IBAN
BIC

Contacts

Secretary's Office	Phone
	Telefax
	Email

24/7	Phone
	Email

System/IT	Phone
	Email

Contract Management	Phone
	Email