

## data sheet new customer

SALFNCD-EN-V1

1. Data	
Name employee:	
Date:	
Application:	Always
	This file needs to be completed when introducing a new customer
Completion:	Account Manager
Objective: The completion of this form enables the correct processing of customer data to the inbound sales department in an efficient way.	
Explanatory note: applicable on application for a new dealer account. Complete this form and e-mail it to the inbound sales department. This form is for internal use only. Save form as: <b>Customer name-SALFNCD-EN-V1</b>	

2. General company information			
Customer number:	C		
Company name:			
Address:			
Postal code:		City:	
County:		Country:	
Account Manager:			

3. Commercial registration numbers	
VAT number:	
Company reg.nr.	

4. General communication			
Telephone		Fax:	
E-mail address:		Web site :	

5. Primary contact			
Please file the contact details to which mailings should be addressed (who is the first contact that will receive a mailing, either digital or by post?)			
Name:		Gender:	
Telephone:		Last name:	
Job title (departm.)		Mobile:	
		E-mail:	
Tick box if customer wishes to receive dealer E-news:			

6. Secondary contact			
Name:		Gender:	
Telephone:		Last name:	
Job title (departm.)		Mobile:	
		E-mail:	

7. Other contacts			
Name:		Gender:	
Telephone:		Last name:	
Job title (departm.)		Mobile:	
		E-mail:	

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8. Invoice information			
Note: only required if address is different from delivery address (at General Company Information)			
Company name:			
Address:			
Postal code:		City:	
County:		Country:	
VAT number:			
Company reg.number			

9. Standard annual conditions			
Customer price group:		Additional discount:	
Annual target:		Reference dates:	from: until:
Annual target bonus:			
Explanatory note: standard annual conditions are applicable. Specific (pre) order conditions need to be stated at the order form			
Remarks:			

10. Payment information	
Payment terms:	Discount payment:

11. Remarks	
(fill in specific notes):	

Save form as : **Customer name-SALFNCD-EN-V1** and send form per e-mail as attachment