

Customer Information Change Request Form

Customer Name: _____

Change of Customer Information: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current in system	New in system
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Change of Customer Group (Pricing Level): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current in system	New in system
Change of Credit Limit: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current in system	New in system
\$	\$
Change of Payment Terms: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current in system	New in system
Change of Carrier Method: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current in system	New in system

In order to help customers to choose a better service, please find below available Payment Terms & Carrier Methods in our system.

Explanation on Payment Terms	
COD	Customers have to pay cash/check on delivery or pick up
COD Shipping	Customers have to pay before the merchandise is shipped out
Due the 1 of Month	Customers have to pay on the 1 st day of every month
Weekly	Customers have to pay every week
Net 15	the net amount is due in 15 days, usually from the date of the invoice
Net 30	the net amount is due in 30 days, usually from the date of the invoice
Net 90	the net amount is due in 90 days, usually from the date of the invoice

Explanation on Carrier Method	
COD Shipping	For the customers who need to pay off before ship merchandise out
UPS	Express Service
USPS	Express Service
FedEx	Express Service
DHL	Express Service
Federal	Express Service
OnTrac	Express Service
Shipping	Palletize merchandise and ship to out of states customers
Delivery	Deliver to local customers
Will Call	Customers come to pick up