



NEW DEBTOR - CHANGE OF DETAILS

****Invoice terms are strictly 14 days ****

DEBTOR DETAILS

NEW

CHANGE OF DETAILS

Trading Name			
ABN		Purchase Order Number Required?	Yes / No
Street Address			
Postal Address			
Telephone No		Mobile No	
Email Address			
Contact Person			
Signature	GIVEN NAME	SURNAME	
		Date	

REQUESTED BY

SOM Officer's Name		SOM Officer's Signature	
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CHECKLIST – OFFICE USE ONLY

- 1 **New Debtor – Shire Officer initiated contact (skip remainder of checklist)**
- 2 Change of Details received via: Email Invoice Letter Hand delivered
- 3 Contacted debtor via telephone using existing Synergy details to verify change of details
- 4 Add memo to debtor file
- 5 Update debtor details form emailed
- 6 Contact made with (Full Name) _____

OFFICE USE ONLY

N & A Code		Debtor Number	
Date Updated		Account Officer's Signature	
Approved By		SFO/EMCS Signature	