

B&C Business Products

Customer Account Update Form

Email completed form to: joel@bcbusinessproducts.com | Phone: 918-225-7766

As part of our recent software and website upgrade, we are updating our customer records to better serve you. Please complete the information below to ensure your account details are accurate.

Company Information

Company Name: _____

Account Number (if known): _____

Main Phone Number: _____

Primary Contact Information

Primary Contact Name: _____

Title/Position: _____

Phone Number: _____

Email Address: _____

Additional Contacts

Contact Name: _____

Title/Position: _____

Phone Number: _____

Email Address: _____

Billing Information

Billing Address: _____

Accounts Payable Contact Name: _____

Accounts Payable Email: _____

Shipping Information

Primary Shipping Address: _____

Additional Location Name: _____

Additional Address: _____

Order Confirmation & Communication

Order Confirmation Email: _____

Invoice Email (if different): _____

Additional Notes

Authorization

Name: _____

Signature: _____

Date: _____