

Name & Address Change Form

The changes will come into effect the day of the receipt of this form. All changes will cover all documentation for the account/contract, including such as future Invoices and Purchase Orders.

- Name Change
- Address Change
- Both

Contract number: _____

Name Change

Current company name on account: _____

New company name: _____

Address Change

The address change concerns the:

- Ship to Address
- Bill to Address
- Both

Ship To - New Address

Street: _____

City: _____

State: _____

Postal code: _____

Bill To - New Address (leave blank if same as above)

Street: _____

City: _____

State: _____

Postal code: _____

E-mail: _____

Billing reference: _____

E-Invoicing Information (if applicable): _____

By signing below, I declare that the information provided in this form is correct and that I am duly authorized to submit this information on behalf of the company.

Name:

Date:

Signature