

Branch: \_\_\_\_\_

# Customer Mailing List Update

Date: \_\_\_\_\_

**Add Contact:** \_\_\_\_\_ **Edit Contact:** \_\_\_\_\_

<u>SlsmlD:</u>		<b>For EDIT, mark only the fields that need to be changed</b>
<u>Contact First Name:</u>		
<u>Contact Last Name:</u>		
<u>Company Name:</u>		
<u>Company Number from system</u>		<b>"P" if not in system</b>
<u>Street Address1:</u>		
<u>Suite, dept, etc Address2:</u>		
<u>P.O. Box - Address3:</u>		
<u>City:</u>		
<u>State:</u>		
<u>Mailing Zip:</u>		<b>10-digit if available</b>
<u>Shipping Zip:</u>		<b>10-digit if available</b>
<u>Email Address:</u>		
<u>Customer Type</u>	Ind _____ Cont _____ Emp _____	
<u>Mailing Tags</u>	Cal _____ Fan _____ Jan _____ B&C _____ PTS _____ Safety _____ Lyon _____ Mark 1 for mailed, D for truck delivery or SIs Initials	<b>Mark all that apply</b>

## Delete Contact:

<u>SlsmlD:</u>		
<u>Contact First Name:</u>		
<u>Contact Last Name:</u>		
<u>Company Name:</u>		
<u>Company Number from system</u>		<b>"P" if not in system</b>