



Dear valued customer,

We are working to ensure all customer details are correct and up to date on our system, and in order to ensure this we kindly ask that you take a moment of your time to complete the below form and return it back to us.

This will ensure that we can check and update your file if any contact details have changed. It will also provide a smoother invoicing and quoting system for our team.

Please note, this is not a trading account form, it is only for the purposes of gathering correct and up to date contact details for each of our valued clients. all invoices are due upon pickup of goods, or before delivery dispatch with a strict 7 day courtesy account only. For all orders over \$100, a 50% deposit is required, unless otherwise prearranged.

We thank you for your support, loyalty and cooperation. We look forward to continue supporting our community. If you have any questions, please contact us on (02) 6947 4155 or accounts@katopra.com.au

Kind Regards,
Katopra Design & Print

**Please email your completed form to: accounts@katopra.com.au
Post to: Katopra Design & Print
Shop 4, 81-85 Wynyard Street, Tumut NSW 2720**

Customer Contact Details

Registered Trading Name:ABN:

Company/Business Name:ACN:

Business Address:

Postal Address (if different from above):

Phone Number: Email Address:

Accounts Contact Name:

Accounts Email:

Completed by:..... Signed:..... Date:...../...../.....