

NEW CUSTOMER / PROSPECT

Prospect New Customer
(check "New Customer" only if equipment was received.)

Company: _____ Date of first contact: _____
 Contact info. provided by: _____ SCS Rep.: _____

Contact Information

Main Numbers: _____ Phone: _____ Fax: _____

Quality/Calibration Contact Name: _____
(Cal. due letters will be faxed to this contact.)
 Phone: _____
 Fax: _____
 e-mail: _____

Purchasing Contact Name: _____
 Phone: _____
 Fax: _____
 e-mail: _____

Accounting/Payables Contact Name: _____
 Phone: _____
 Fax: _____
 e-mail: _____

Shipping Address: _____ Billing Address: _____

Referred by: _____

Requested Method of Payment: _____ Comments, Instructions, Requirements: _____
 COD (cash, check, VISA or Mastercard)
 Net 30 (provide 3 good credit references)
 Tax Information: _____
 If you are tax exempt, you must provide a copy of a signed/dated tax exempt form. _____

(Do not fill in the fields below; for Southwest Calibration Service, Inc. use only.)

Customer Setup Checklist

<p>Sent to customer:</p> <p>____ Thank you/Intro. Letter</p> <p>____ Capabilities</p> <p>____ Physical/Dimensional</p> <p>____ Electronics</p> <p>____ Price List</p> <p>____ MS Manual Rev. _____</p> <p>____ ISO Certificate</p> <p>____ Accredited Cal. Scope</p>	<p>Received from customer:</p> <p>____ Credit References</p> <p>____ Tax exempt form</p> <p>____ Credit Card</p> <p>____ MC _____ VISA</p> <p>____ MudCats</p>	<p>Customer Info.</p> <p>____ Customer ID (Access)</p> <p>____ Date became a customer</p> <p>____ Code in Peachtree</p> <p>____ Peachtree</p> <p>____ Company File</p> <p>____ Card File</p> <p>____ Customers List (Excel)</p> <p>____ Customer Procedure</p> <p>____ Rental</p> <p>____ ADV _____ HAL _____ SCH</p>
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Initial the sections that have been updated. Put N/A in any field that is not affected by this update before filing.

Notes: _____