



Creating and maintaining health, safety and food hygiene management systems.

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## Customer Information Take-on Document

Business or Private: \_\_\_\_\_

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

Registered Name of Company: \_\_\_\_\_

Registration No: \_\_\_\_\_

Vat No: \_\_\_\_\_

(Please ensure that the above information is correct, as if cannot be amended after invoice is processed.)

Postal Address: \_\_\_\_\_ Delivery Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ORDERS:

Telephone No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please indicate in the block provided:

Do you want quotations to be emailed to you on every order place?

Yes

No

Do you want processed invoices to be emailed to you?

Yes

No

If yes, to email: \_\_\_\_\_

### ACCOUNTS:

Monthly statements and accounting queries to be communicated via email:

Email Address: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please complete and return this document via fax (011 664 6650) or email to info@monumentcs.net