

Branch: _____

Customer Mailing List Update

Date: _____

Add Contact: _____ **Edit Contact:** _____

<u>SlsmlD:</u>		<u>For EDIT, mark only the fields that need to be changed</u>
<u>Contact First Name:</u>		
<u>Contact Last Name:</u>		
<u>Company Name:</u>		<u>"P" if not in system</u>
<u>Company Number from system</u>		
<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>		<u>10-digit if available</u>
<u>Shipping Zip:</u>		<u>10-digit if available</u>
<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	<u>Mark all that apply</u>

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>	

"P" if not in system