

Communications Diversified, Inc

Please provide the following information for your account. You may email the completed form back to us at service@communicationsdiversified.com or fax it back to us at 505-234-1654. If you have any questions, please call our customer service department at 505-345-9199. Thank you for your assistance.

Physical Address

Company Name: _____
 Address 1: _____
 Address 2: _____
 City, State, Zip: _____
 Main Phone Number: _____
 Main Fax Number: _____

Billing Address: if different

Company Name: _____
 Address 1: _____
 Address 2: _____
 City, State, Zip: _____
 Main Phone Number: _____
 Main Fax Number: _____

Special instructions: _____
 Web Site (if available): _____

It is very important that we have current “contact” information on file. Please list all staff members authorized to call our Customer Service Center to place orders. Indicate in designated area if they are authorized to place “billable” as well as “non-billable” orders. Remember only those listed below will be permitted to place orders on behalf of your company.

Contact Name	Title	If authorized to place billable orders X here	Email Address	Direct Number	Cell Phone #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Contact for Service issues: _____ Email: _____ Phone: _____
 Contact for Billing issues: _____ Email: _____ Phone: _____

Email Address to Receive Invoices (REQUIRED): _____

Authorized Person’s Signature: _____ Title: _____ Date: _____