New Sales Ledger Account Request Form

Please complete as many of the following fields as possible. All fields marked with an asterisk (*) are mandatory.

DO NOT FORGET TO TURN YOUR CAPS LOCK KEY OFF!

Once you have completed this form, please send it via e-mail to **creditcontrol@sussex.ac.uk**

Company/Customer name*		
Person or company* (select 1 only)		
Contact name (Finance/Accounts)		
Contact telephone number*		
Extension number		
Facsimile number		
Contact e-mail address*		
Invoice address – **THIS IS THE ADDRESS THE INVOICE SHOULD GO TO. USUALLY THE FINANCE OFFICE/ACCOUNTS PAYABLE, NOT THE CONTACT'S ADDRESS. PLEASE FIND OUT THIS INFORMATION BEFORE SENDING US THE FORM**		
Line 1* (max. 32 characters)		
Line 2* (max. 32 characters)		
Line 3* (max. 32 characters)		
Line 4 (max. 32 characters)		
Line 5 (max. 32 characters)		
Post code* (one part in each box)		
Additional information		

We will do our best to fulfil your request as soon as we possibly can, but please bear in mind that at certain times we are extremely busy.

N.B. ANY REQUESTS RECEIVED WITH INFORMATION MISSING FROM ANY OF THE MANDATORY FIELDS, I.E. THOSE MARKED WITH AN ASTERISK (*) WILL BE RETURNED.

Thank you.