 CUSTOMER INFORMATION FORM

Please provide contact details for a **central finance office** able to receive and process invoices on behalf of your organisation. Our preferred method of sending invoices is via email – hence the importance of providing both buyer/contact email address and Accounts Payable email address (and contact details). If your company issues purchase orders, please submit the corresponding PO with/instead of this form.

*Please note: Information on this form is used to set up your organisation as a customer on our finance database – this may lead to University of Bristol invoices being raised unrelated to this specific service so accuracy is important.*

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| --- | --- |
| **Organisation Billing Name \*** |  |

|  |  |
| --- | --- |
| **Address (to appear on invoice) and contact details of your organisation’s Accounts Payable / Finance Office** | |
| Address \* |  |
| Post Town/City \* |  |
| County |  |
| Post Code \* |  |
| E-Mail Address (Accounts Payable) \* |  |
| Telephone Number (Accounts Payable) \* |  |
| Contact Name \* |  |

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| **This section is for UK only** |  |
| Is your organisation VAT/Tax registered? (Yes/No) \* |  |
| VAT Reg/Sales Tax Number \* (only if registered) |  |
| Small Holding No. (CPH)\* |  |
| Vet practice \* |  |
| Vet Contact details \*  Tel.No:  Email: |  |

**Completed form can be emailed direct to:** [**langford-abattoir@bristol.ac.uk**](mailto:langford-abattoir@bristol.ac.uk)