University of Queensland customer details are managed in UniFi by Accounts Receivable

Email this completed form to ar@fbs.uq.edu.au

|  |
| --- |
| **Customer Details** |
| Customer Name |       | Customer ID |       |

**Reason for Amendment:**[ ]  Change to Customer Business Name \*
[ ]  Change to Customer ABN \*
[ ]  Change Customer’s Accounts Payable address \*
[ ]  Change Customer’s Address for Statements / Reminder Letters \*
[ ]  Add new Customer address
[ ]  Replace/Amend existing Customer address
[ ]  Add new Customer Contact \*\*
[ ]  Replace/Amend existing Customer Contact

*\** ***Must be supported by official documentation containing the Customer’s letterhead***

 *\*\** ***Must provide new or existing address details***

|  |
| --- |
| **Address Details** |
| Division / Dept Name |       |
| Address 1 |       |
| Address 2 |       |
| Address 3 |       |
| City |       | State |       |
| Country |       | Post Code |       |
| Address to be Replaced / Amended |       *(Existing Address Location Number*) |
|  |
| **Contact Details** |
| Name (invoice *Attention To*) |       | Phone: |       |
| Position  |       |
| Email Address for Invoice Dispatch |       |
| Link to Address Location  |       *(Existing Address Location number*) |
| Contact to be Replaced / Amended |       *(Existing Contact name*) |

|  |  |  |  |
| --- | --- | --- | --- |
| Billing Business Unit |       | Date |    /    /      |
| Requested By |       | Extension |       |