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

Email this completed form to [ar@fbs.uq.edu.au](mailto:ar@fbs.uq.edu.au)

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| --- | --- | --- | --- |
| **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***

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| --- | --- | --- | --- |
| **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*) | | |

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