

	QR 134
	Issue No: 02
QUALITY RECORD	Issued: 09 Jul 02
TITLE: NEW CLIENT REGISTRATION	Page 1 of 2

CLIENT DETAILS

COMPANY:			
COMPANY ADDRESS:			
SWITCHBOARD TEL:		COMPANY E-MAIL:	
GENERAL FAX:		WEB SITE:	
CLIENT REF NO:	F		
BUSINESS TYPE:			
CML ACCOUNT MANAGER:			

PRIMARY CONTACT DETAILS

NAME:			
ADDRESS:			
TELEPHONE:		FAX:	
MOBILE:		E-MAIL:	

CONTACT FOR REPORTS

NAME:			
ADDRESS:			
TELEPHONE:		FAX:	
MOBILE:		E-MAIL:	
ACCEPTABLE LIMITS REQ:	YES / NO	SUPPLIED:	YES / NO

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CONTACT FOR INVOICES

NAME:			
ADDRESS:			
TELEPHONE:		FAX:	
MOBILE:		E-MAIL:	

ADDITIONAL CONTACT DETAILS

NAME:			
ADDRESS:			
TELEPHONE:		FAX:	
MOBILE:		E-MAIL:	

FOR CML USE ONLY:	COMPLETED BY	DATE
Client Ref Number allocated:		
Analysis Request Form Sent:		
Work Order/Contract Review Form Completed:		
Customer Work Register Completed:		
Fax/E-mail Authorisation Issued:		
Fax/E-mail Authorisation Received:		
Goldmine Database Updated:		
Reportable Limits Received:		
Report Blank Masters Created:		
Account Set Up:		
Sage Set Up:		
Account Entered onto Goldmine:		
File Set Up:		