

Customer Profile Information Correction Sheet

Instructions: Please use this sheet to indicate corrections to your customer profile. Write the current information on file and the corrected/updated information in the corresponding fields below.

Account Verification

Customer ID / Account Number: Date of Request:

Profile Details

Information Field	Current Information (On File)	Corrected / Updated Information
Full Name / Company Name	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Primary Phone Number	<input type="text"/>	<input type="text"/>
Alternative Phone Number	<input type="text"/>	<input type="text"/>
Billing Street Address	<input type="text"/>	<input type="text"/>
Billing City, State, ZIP	<input type="text"/>	<input type="text"/>
Shipping Street Address	<input type="text"/>	<input type="text"/>
Shipping City, State, ZIP	<input type="text"/>	<input type="text"/>
Additional Account Notes	<input type="text"/>	<input type="text"/>

Authorization & Signatures

By signing below, you authorize the updates to be made to the customer profile designated above.

Customer Signature (Physical Sign): Date:

Processed By (Staff Name): Date Processed: