

# Supplier Contact and Business Details Template

Please complete the details below for our business records. This document is designed for printing and manual reference.

## Company Information

Registered Company Name:	<input type="text"/>
Trading Name (if different):	<input type="text"/>
Company Registration Number:	<input type="text"/>
Tax / VAT Registration Number:	<input type="text"/>
Registered Business Address:	<input type="text"/>
City, State, Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Company Website:	<input type="text"/>

## Primary Contact Details

Contact Name:	<input type="text"/>
Job Title:	<input type="text"/>
Direct Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

## Accounts Receivable / Finance Contact

Finance Contact Name:	<input type="text"/>
Finance Phone Number:	<input type="text"/>
Finance Email Address:	<input type="text"/>
Preferred Payment Method:	<input type="text"/>
Standard Payment Terms:	<input type="text"/>

## Banking Information

Bank Name:	<input type="text"/>
Bank Branch Address:	<input type="text"/>
Account Holder Name:	<input type="text"/>
Account Number / IBAN:	<input type="text"/>
Routing Number / SWIFT / BIC:	<input type="text"/>

## Authorized Signature

Completed By (Name):	<input type="text"/>
Position / Title:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>