

CUSTOMER ORDER



Call received by:	Date:	Customer order No:	Apacor Order No.:
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Caller:	Department:	Phone no.:
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Email:

Invoice Address:	Delivery Address:
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Part No	Qty	Product Description	Unit Price

Are they VAT Exempt?	Yes	No	Exemption certificate received	Yes	No
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Special Instructions: _____

COMMUNICATION RECORD

Existing customer?	Yes	No	Type of customer	Distributor	USA	Export	UK
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Reason for calling:	Sales	Technical	Other
Subject of conversation:			

Follow up record	Date	Initials