**Contact Information Template Instructions**

This document can be used to provide current and new vendors and suppliers with standardized contact information.

1. Replace “ABC Company” with the name of your company.
2. Enter the legal business name on the line titled “Legal Company Name”
3. Enter the company mailing address on the line titled “Mailing Address”. You can enter the entire address on one line or space the address on to multiple lines in standard address format.
4. On the “Contact Email 1” line, include the company’s general enquiry email address.

On the “Contact Email 2” line, include the email address of your Accounts Payable contact, Accounts Receivable contact or a specific person who will respond to email enquiries.

You can change the “Contact Email 1” and “Contact Email 2” descriptions to a name that best describes the email addresses or remove the “1” or “2”.

 The second email address is optional and can be removed if it’s not needed.

1. On the “Contact Phone Number 1” line, include the company’s general enquiry phone number.

On the “Contact Phone Number 2” line, include the phone number of your Accounts Payable contact, Accounts Receivable contact or a specific person who will respond to phone enquiries.

You can change the “Contact Phone Number 1” or “Contact Phone Number 2” descriptions to a name that best describes the phone numbers or remove the “1” or “2”.

The second phone number is optional and can be removed if it’s not needed.

1. Enter you company bank details on the “Banking Information” line. You can also include a description that states “see void cheque”. This is helpful for setting up automatic payments with vendors and suppliers. (Make sure to include a copy of a void cheque with this document).

1. On the “Other Information 1” line, include any additional information that is important for your suppliers and vendors to use.

You can change the line description to a name that best describes the information you are providing and if there is no additional information to include, this line can be removed.

1. Once all of your information has been entered, all of the descriptions can be changed to black font by highlighting the section to be changed and clicking on the menu bar: Format - Font – Font color – choose black.
2. Delete this instruction page once the document is completed by highlighting the page and clicking on the menu bar: Edit – Cut.

**ABC Company**

**Contact Information**

**Legal Company Name:**

**Mailing Address:**

**Contact Email 1:**

**Contact Email 2:**

**Contact Phone Number 1:**

**Contact Phone Number 2:**

**Banking Information:**

**Other information 1:**

**Please send all receipts, invoices and other documentation by email.**