



# Gladstone Regional Council

ABN 27 330 979 106

Gladstone Office, 101 Goonoon Street Gladstone

PO Box 29, Gladstone Qld. 4680

Telephone: (07) 4970 0700 Fax: (07) 4975 8500

## REQUEST TO DEBTORS – CUSTOMER DETAIL FORM

*(This form must be returned to Accounts Receivable)*

<b>Company Name (Trading Name)</b>	
ABN	

### Company/Personal Information Required

Physical Address	
Postal Address	
Telephone Number	
Mobile Number	
Facsimile Number	
Email Address	
Account Contact/Position	
Account Contact Tel No	

**Debtors please Note:** The debtor undertakes to ensure that the debtor details are correct. The debtor must promptly inform Council of any debtor detail changes. If any information is required about invoices or statements please contact Accounts Receivable on 07 4970 0785.

### Applicant Information

Name	
Position	
Telephone Number	
Signature	
Date	

The Gladstone Regional Council is collecting your personal information to update debtors details. The information will be only accessed by authorised council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

### OFFICE USE ONLY

Officer Requesting New Debtor: \_\_\_\_\_ Department: \_\_\_\_\_

Primary Service that this application is required for: \_\_\_\_\_  
*eg. Venue Hire, Advertising, Rental etc.*

Debtor No.: \_\_\_\_\_ Input By: \_\_\_\_\_ Date: \_\_\_\_\_