New Customer Account Request Form – Process Notes

What is it for?
If you are using a new customer who is not currently on our database and wish to invoice them for a service they have provided.

Where can I find the form?
The form is located on the h •] v P &šZ v ^Ç • š u š }] v Œ d À a î h... € ~ w &eD•Ò ð 3eD'4Mañ Finance Service Desk
filled out correctly. Any missing or incorrect data may delay the ac

What happens next?
The Finance Service Desk will send the details to The Accounts
and set up the new account on The Finance System. A credit limit will b
information provided on Creditsafe. Once the new account is set up, A

How long does it take?
The Accounts Receivable Team aim to complete all new account requests within five business days.