



Kansas City Electrical Supply Co.

Business Office: (913) 563-7002

Credit Dept: (913) 563-7005

Credit Fax: (913)563-7055

CUSTOMER CHANGE FORM

Date: _____

Please complete this form and fax it to (913) 563-7055
or email it to: Credit@KCElectricalSupply.com

Customer/Account Name: _____

Customer Account Number: _____

from a current Invoice/Order

- Company Name Change** (Please Complete New Credit Application)
- Ownership Change** (Please Complete New Credit Application)
- Legal Structure Change** (Please Complete New Credit Application)

Mailing Address Change

New Address:

ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SHOP Address Change if different.

New Address:

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Phone/Fax Number Change

New Phone Number: _____

New Fax Number: _____

Add/Remove Printed Pricing from SalesOrders/PackingLists

YES-Print Prices

NO - Do NOT Print Prices

Invoice &/or Statement Delivery Change

Invoices

By Fax

By Fax & Email

By Email

Statements

By Fax

By Fax & Email

By Email

email

PRINT NEATLY

We recommend setting up something generic like:
invoices@Abc.com in case of a staff change

Authorized Signature

Printed Name

Title