

# CUSTOMER INFORMATION SHEET

In order to comply with Belgian tax and accounting rules, we have to keep our customer data up to date and we kindly ask you to complete this form. These data will not be used for other purposes.

## OFFICIAL / LEGAL / REGISTERED ENTITY DATA

**Official/legal name:**

Street address:

City: ZIP Code:

Country:

Contact person:

## ACCOUNTS PAYABLE / BILLING ADDRESS

*To be completed if the accounts payable / billing address differs from the official / legal / registered entity data*

**Name:**

Street address:

City: ZIP Code:

Country:

## CONTACT DETAILS

**Telephone:**

**E-mail for E-invoice (PDF):**

*All future invoices will be sent to this e-mail address (preferably a general e-mail address) .*

*Invoices will be delivered from the following e-mail address: [no.reply@basware.com](mailto:no.reply@basware.com).*

*In order to make sure that you correctly receive these e-mails, please make sure to treat this e-mail address as a safe sender.*

**E-mail for reminders:**

**Your legal form:**

company	public institution	private institution
association	foundation	individual
professional	self-employed person	

other:

**Is a Purchase Order Number required on your incoming invoice?** Yes  No

**If you are located in the EU:**

Do you have a **VAT number**? Yes  No

VAT number:

**If you are located outside the EU:**

If you have a fiscal or a VAT number:

If you are registered by the Chambre of Commerce (or similar), the registration number is:

**Remarks:**

Thank you for your kind cooperation.