



Western University  
 Financial Services  
 Suite 6100, Support Services Bldg.  
 Phone: 519-661-3870 or ext 83870  
 Fax: 519-661-3829 or ext 83829  
 accountsreceivable@uwo.ca

## Billing & Accounts Receivable Customer Request

Complete this form to set up a new customer or to update an existing customer.

<input type="radio"/> New Customer	<input type="radio"/> Existing Customer	Please supply customer number <span style="float: right;">WES</span>
		<input type="radio"/> Additional Address <input type="radio"/> Change Address <input type="radio"/> Add Contact

Customer Name		
Address		
City	Province	State
Country	Postal Code	
Phone Number	Ext.	Fax Number

Contact Name	Title	
Phone Number	Ext.	Fax Number
Email Address		

Additional Address (if different from above)

Address		
City	Province/State	
Country	Postal Code	
Phone Number	Ext.	Fax Number

Additional Information		
Requester's Name	Phone Number	Ext.
Email Address	Department	