



## COMPANY DETAILS FORM

### BUSINESS DETAILS

Business Trading Name

Industry Type

Business Legal Name

Business Registered Address  
(not a PO Box)

ACN or ABN

Number of Employees

### DETAILS OF COMPANY CONTACT PERSON

Name

Position held in Company

Phone Number

Fax Number

Mobile Number

Email address

Preferred method of contact

Additional Information

### DIRECTOR, OWNER)

As above? (Yes/No)

Name

Position held in Company

Direct Number (or Extension)

Contact email address

Preferred method of contact

**BILLING ADDRESS**

Same as Physical/Site  
Address? (Yes/No)

Building Name

Unit / Suite / Level

Street Number & Name

Suburb / Town

State & Postcode

Other Details

**LANDLINES DETAILS SECTION**

**PHYSICAL ADDRESS (USE 'ADDITIONAL SITES' DOC, IF REQUIRED)**

Same as "Company Details"?  
( Yes / No )

Unit / Suite / Level

Street Number & Name

Suburb / Town

State & Postcode

Other Details

(eg. Separate Buildings at  
same site)

**DETAILS OF PHONE SYSTEM (IF APPLICABLE)**

Phone System Make & Model:

Handsets Make & Model:

Number of Handsets:  
(including Reception)

Additional Notes:

(eg. 2 new incoming  
phone lines required)

**DETAILS OF PHONE LINES**

	<b>Number:</b>	<b>Type:</b>	<b>Configured Features:</b>	<b>Usage:</b>
Main Number:		<ul style="list-style-type: none"> <li>• PSTN (= Normal)</li> <li>• ISDN2</li> <li>• ISDN10/20/30</li> </ul>	<ul style="list-style-type: none"> <li>• Main Line Hunt Num.</li> <li>• Line Hunt</li> <li>• Message Bank</li> <li>• Not through PABX</li> </ul>	<ul style="list-style-type: none"> <li>• Phone</li> <li>• Fax</li> <li>• ADSL / EFTPOS</li> <li>• Security</li> </ul>
Number 2:				
Number 3:				
Number 4:				
Number 5:				
Number 6:				
Number 7:				
Number 8:				

This Site's  
Estimated Current  
Monthly Spend:

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Additional Notes:

(eg. 2 new lines  
required)

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(eg. Security Co.  
Name and  
Number)

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## MOBILE PHONES SECTION

DETAILS OF MOBILE ACCOUNTS				
Number:	User Names: <small>• eg. John.B • eg. Truck 1 • eg. Spare</small>	Contract End Dates:	Handset Monthly Payments End Date: <small>• eg. Mobile Repayment</small>	Notes: <small>• Handset Required • Email Required</small>

Total Mobiles  
Estimated  
Current Monthly  
Spend      \$

Additional Notes

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### COMPANY TRADE REFERENCES (NECESSARY FOR MOBILE APPLICATIONS)

Accountant/Trade Reference 1

Contact Telephone Number

Accountant/Trade Reference 2

Contact Telephone Number

Note: These contact details will **not** be used by Aussie. The supply of these details is a requisite for some mobile phone companies.

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Please complete as much of this form as possible. Please describe any information which is pending, or unavailable at the time of completing this form.

All information gathered in this form will remain the private information of Aussie Phone Brokers; except where such information may be used to service the customers' needs under our arrangement.

All information gathered is subject to our Privacy Policy. Visit [www.aussiephonebrokers.com.au](http://www.aussiephonebrokers.com.au) to view our policies. Client Information is held in the strictest confidence.

**Please use the space below for any additional information.**

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**FOR AUSSIE PHONE BROKERS OFFICE USE ONLY**

Customer Name

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Customer Code

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Date Received

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