

# Communications Diversified, Inc

*Please update the following information for your account.  
 You may fax it back to us at (505) 761-4310. If you have any  
 questions please call our customer service department at  
 998-9292. Thank you for your assistance!*

**Physical Address**

Company Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Main Phone Number: \_\_\_\_\_  
 Main Fax Number: \_\_\_\_\_

**Main (billing) Address: if different**

Company Name: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Main Phone Number: \_\_\_\_\_  
 Main Fax Number: \_\_\_\_\_

Special instructions: \_\_\_\_\_  
 Web Site (if available): \_\_\_\_\_

**It is very important that we have current “contact” information on file. Please list all employees who are authorized to call our Customer Service Center to place orders. Indicate in designated area if they are authorized to place “billable” as well as “non-billable” orders. Remember only those listed below will be permitted to place orders on behalf of your company.**

Contact Name	Title	If authorized to place billable orders X here	Email Address	Direct Number	Cell Phone #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Who should we contact regarding service issues?: Name: \_\_\_\_\_

Who should we contact regarding billing issues?: Name: \_\_\_\_\_

**Authorized Person's Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sales Representative: \_\_\_\_\_