



New Customer Search



This is the customer add/edit page. Please fill in the information as much as possible. If this is not the correct customer, please do a new search. See the help file for more info.

Id: new

Customer Type: *

Dealer Reserve :

Business Name: * (enter a business name or a first/last name combo)

Or

First Name : *

Last Name: *

Physical Address:

Mailing Address:

City: search cities, state, county

State:

Zip: * or International Zip:

Primary Phone:

Secondary Phone:

Primary Email:

Secondary Email :

Fax:

Web address:

Default Main Salesperson:

Default Other Salesperson:

CC Dealer:

TS Dealer:

Add Customer (there is also a submit button at the very bottom of the page)

Additional Contact/Address Info: (optional - you may also add these later)

Add Additional 1: (must be checked if adding)

Contact Type 1: * (required if adding)

Business Name 1: (optional)

First Name 1: (optional)

Last Name 1: (optional)

Address 1: (optional - line 1)
 (optional - line 2)

City 1: (optional) search cities, state, county

State 1: (optional)

Zip 1: (optional)

Home Phone 1: (optional)

Cell Phone 1: (optional)

Work Phone 1: (optional)

Fax 1: (optional)

Email 1: (optional)

Notes 1:
 (optional)

Show On Every Invoice 1: (only check if this contact/address should show up on every invoice)

Add Additional 2: (must be checked if adding)

Contact Type 2: * (required if adding)

Business Name 2: (optional)

First Name 2: (optional)

Last Name 2: (optional)

Address 2: (optional - line 1)
 (optional - line 2)

City 2: (optional) search cities, state, county

State 2: (optional)

Zip 2: (optional)

Home Phone 2: (optional)

Cell Phone 2: (optional)

Work Phone 2: (optional)



Fax 2: (optional)
Email 2: (optional)
Notes 2: (optional)

Show On Every Invoice 2: (only check if this contact/address should show up on every invoice)

Add Additional 3: (must be checked if adding)

Contact Type 3: * (required if adding)

Business Name 3: (optional)

First Name 3: (optional)

Last Name 3: (optional)

Address 3: (optional - line 1)

(optional - line 2)

City 3: (optional) search cities, state, county

State 3: (optional)

Zip 3: (optional)

Home Phone 3: (optional)

Cell Phone 3: (optional)

Work Phone 3: (optional)

Fax 3: (optional)

Email 3: (optional)

Notes 3: (optional)

Show On Every Invoice 3: (only check if this contact/address should show up on every invoice)

Add Customer

