

Prepaid Card Program Site Setup

Section 1 - Customer information

Name of Facility (e.g. ABC Prepaid Card Program)

Contact name

Contact email

Contact number

Prepaid Card Account: BSB and Account Number

Please tick **only ONE** of the following:

Add site

Please complete Section 2

Delete site

Please complete Section 3

Modify site

Please complete Section 2 and 3

Section 2 - New site details

New name of site (e.g. ABC Inner Sydney Store)

New address

New contact name

New title

New contact number

New extension

New fax number

New email address

Section 3 - Old site details

Name of site (e.g. ABC Darlinghurst Store)

Address

Contact name

Title

Contact number

Extension

Fax number

Email address

Section 4 – Customer Administrator approval

This information must be approved by a **minimum** of **TWO** Customer Administrators

Administrator name

Signature

Date

Administrator name

Signature

Date

Instructions upon form completion

Complete the Inventory Management Request form to establish new reorder levels for the new site(s). Forward both completed forms to 1800 195 522 via fax.