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| 客戶資料卡 |

編號： 年 月 日

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| 名稱 | |  | |  | |  | | | 資本額 | |  | | | | | | | | |
| 地址 | |  | |  | |  | | | 統一  編號 | |  |  | |  |  |  |  |  |  |
| 負責人 | |  | | 經辦人 | |  | | | 電話 | | （ ） | | | | | | | | |
| 銷售 | |  | |  | |  | | |  | |  | | | | | | | | |
| 產品 | |  | |  | |  | | |  | |  | | | | | | | | |
| 請款日期 | | 年　　　月　　　日 | | | | | 付款日期 | | | 年　　　月　　　日 | | | | | | | | | |
| 付款方式 | |  | | | | |  | | |  | | | | | | | | | |
| 營業額 | |  | | | | |  | | |  | | | | | | | | | |
| 往來銀行資料 | 銀行 | | 帳號 | | 發票人 | | | 信用狀況 | | | | | 備註 | | | | | | | |
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| 與本公司業務往來狀況 | |  | | | | | | | | | | | | | | | | | | |
| 注意要點  掌握本客戶的方法與 | |  | | | | | | | | | | | | | | | | | | |