Dear Supplier,

On the 1st of October we will be migrating to a new ERP system. In preparation we are requesting updated contacts for the departments below. Please can you complete the form and return as soon as possible to [louise@harrisonsilverdale.co.uk](mailto:louise@harrisonsilverdale.co.uk)

**Enter Your Company Name:**

Main Contacts For:-

**Sales**

Name:       Position:

Telephone:

Email:

**Accounts**

Name:       Position:

Telephone:

Email:

**Quality**

Name:       Position:

Telephone:

Email:

The following documents will be sent by email. If your company has departmental email addresses, please state them below, e.g. accounts@........ .co.uk

Purchase Orders:

Request for Quotes:

Remittance Advice:

If you have any special instructions like CC parties for the above documents, please advise below.

Thank you for taking the time to fill in this form, please attach this document to an email to [louise@harrisonsilverdale.co.uk](mailto:louise@harrisonsilverdale.co.uk) to fully complete the process.