

# Build-Tek, Inc.

1528 Second Avenue, Walnut Creek CA 94597  
Ph: (925) 937-6422 Fax: (925) 588-0155

## UPDATE CONTACT INFORMATION

**CUSTOMER NAME:** \_\_\_\_\_

NEW CUSTOMER NAME (If Applicable): \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ BUSINESS FAX # \_\_\_\_\_

### **BILLING INFORMATION** (If different from above):

NEW ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ BUSINESS FAX # \_\_\_\_\_

Please Change my Billing Method to (Circle One): Fax    Email    Mail

1. CONTACT NAME & TITLE: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. CONTACT NAME & TITLE: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_