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## Customer Account Closure Form 客戶結束表格

Payer Account No. : **賬戶號碼 :** \_\_\_\_\_ Date 日期: \_\_\_\_\_

Payer Account Name : **賬戶名稱 :** \_\_\_\_\_

Contact Person : **聯絡人姓名 :** \_\_\_\_\_

Contact Phone No. : **聯絡電話 :** \_\_\_\_\_

Reason for closure : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature & Chop : \_\_\_\_\_  
 簽名及蓋章

**Official Use Only :-**

NA /  Follow up done by CSO Comment: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the following tasks :-

- Cylinder holding cleared ( included all soldto/shipto )
- Open item cleared
- Trading deposit refunded
- Cylinder deposit refunded
- Add "##" at the beginning of the customer name
- Add order block "01"
- Mark for deletion
- Mark closure reason in name field (line 4)
- Mark closure detail in customer enquiry text

Completed By : \_\_\_\_\_ Completed on : \_\_\_\_\_