

# **CUSTOMER/VENDOR Master File Addition Request**

*Complete before adding new Customers or Vendors in JobBoss*

Customer

Vendor

\_\_\_\_\_ **JobBoss ID** (First four letters of name preferred)

**Name:** \_\_\_\_\_

**City, State:** \_\_\_\_\_

**Federal Tax ID# (Vendors Only):** \_\_\_\_\_

**Reason for addition:**

**Approved by:** \_\_\_\_\_ **Added by:** \_\_\_\_\_

**Notes:**

- All new customers are set up on COD before credit approvals.
- All new vendors need a tax certificate.