

# Collection Prevention Part 1

Thursday, August 30, 2018 1:21 PM

## Contact Information Check List

1. Full name of person ordering (1st and last name)
2. Phone number and extension of person ordering (personal cell number is optional)
3. Name of purchasing entity i.e. company, hospital, university
4. Phone number of entity i.e. the main number
5. Accounts payable contact and phone number
6. Department the purchase is for
7. Billing Address
8. Shipping Address

While you're at it you might as well ask if they use purchase orders right about here, but we'll talk more about that next time.

If the person ordering can't give you all of this information get it from someone else in the company or expect problems later.