

**Client Information Form**

Last Update Date: 04/12/2006

**A. General Contact**

1. Group ID: \_\_\_\_\_

2. Company Name (in English): \_\_\_\_\_

3. Company Name (in Chinese): \_\_\_\_\_

4. Department Name: \_\_\_\_\_

5. Contact Person: \_\_\_\_\_

6. Telephone Number: \_\_\_\_\_ 7. Fax Number: \_\_\_\_\_

8. Email Address: \_\_\_\_\_

9. Mailing Address: \_\_\_\_\_

**B. Administrator Contact (If different from above)**  
*Used for checking usage report & changing users' password*

1. Administrator's Name \_\_\_\_\_

2. Telephone Number: \_\_\_\_\_ 3. Fax Number: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

**C. Finance Contact (If different from above)**

1. Contact Person: \_\_\_\_\_

2. Telephone Number: \_\_\_\_\_ 3. Fax Number: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

6. Payment Method: *(please tick the appropriate box)*  
 By Cheque     By Autopay     By Purchasing Card *(5% surcharge at customer's cost)*

7. Would you like to settle invoices by Autopay?     Yes     No

8. Please send invoices to     General Contact     Account Contact  
 Others (Please specify)

**D. User Login Details**

Service Package: \_\_\_\_\_ User License(s) for WiseNews/ WiseEnterprise  
 \_\_\_\_\_ User License(s) for WiseSearch  
 \_\_\_\_\_ User License(s) for Editor

No.	User Name	Email Address	User ID*	WiseNews/ WiseEnterprise	Wise Search	Editor
e.g.	Rocky Chan	rockychan@wisers.com	rockyc	Y	N	Y
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*Please note that the user IDs are case-sensitive and should not be more than 8 characters.

**Confirmed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature & Company Chop:** \_\_\_\_\_