

# Customer Information Section Format (Invoice XLSX Sample)

Field Name	Sample Value	Description
Customer Name	John Doe	Full name of the customer or company.
Customer ID	CUST-1001	Unique identifier for the customer.
Contact Number	+1 555 123 4567	Phone number of the customer.
Email Address	john.doe@email.com	Email address for communication.
Billing Address	123 Main Street, Springfield, USA	Invoice billing address.
Shipping Address	456 Park Avenue, Springfield, USA	Delivery address (if different from billing address).
Tax Identification Number	TX1234567	Tax ID or VAT number, if applicable.
Customer Type	Business	Business or Individual.
Payment Terms	Net 30	Payment duration agreed with the customer.

- Ensure all mandatory customer fields are filled before generating invoices.
- Keep customer data accurate and up-to-date to avoid errors in billing and shipping.
- Protect sensitive information in compliance with data protection policies.
- Use unique customer IDs to avoid duplicate records.
- Regularly backup XLSX documents containing customer data.