### horizontal line**Customer Data Sheet**

#### **Header Section:**

* **Title**: Customer Data Sheet
* **Company Name**: [Company Name]
* **Date**: [MM/DD/YYYY]
* **Document Version**: [Version Number]

#### **1. Overview**

* **Purpose**: To maintain detailed customer records for sales and marketing.
* **Scope**: Sales and Customer Relationship teams.

#### **2. Key Information**

| **Field** | **Details** |
| --- | --- |
| Customer Name | [Full Name/Company Name] |
| Customer ID | [ID Number] |
| Contact Information | [Phone/Email] |
| Address | [Full Address] |

#### **3. Business Details**

* **Purchase History**: [Details]
* **Preferred Products/Services**: [Details]
* **Payment Terms**: [Details]

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#### **4. Customer Satisfaction Metrics (if applicable)**

| **Metric** | **Value** |
| --- | --- |
| Customer Satisfaction Score | [Value] |
| Feedback Received | [Details] |

#### **5. Additional Notes**

* [Additional information such as special discounts, loyalty program status, etc.]

#### **6. Contact Information**

* **Customer Support Contact**: [Name, Email, Phone]