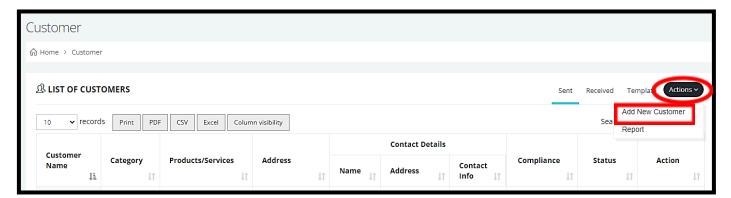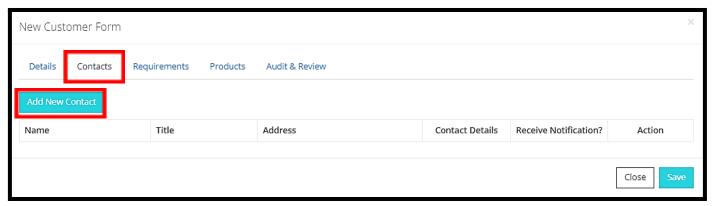# CUSTOMER
HOME > ACTIONS > ADD NEW CUSTOMER > Contacts

2. New Customer Form > Contacts Tab > Click Add New Contact

New Contact Form – Fill-out the following:

Contact Name	Input the name of the customer's contact person. Note: Multiple contacts are allowed to include the alternate and substitute personnel.
Title	Input the position/job title of the contact person.
Address	Input the business address of the contact person.
Email	Input the business email address of the contact person.
Phone	Input the business phone number of the contact person.
Cell No.	Input the business cell number of the contact person.
Fax	Input the business fax number of the contact person, if any.
Add Contact	Click to add and save input progress.