

MicroBiz Newsletter

August 2011



Have You Moved Recently?

If you are moving or have changed your address for any reason, you will need to follow some procedures to ensure that we have your updated information.

If moving in the near future or you have already moved, please prepare a letter and include the information we should have on file for you as well as the new address.

Please send the letter to our accounting department so they can update our records. If desired you may also submit such changes via email or by phone. Please call prior to sending in an email to ensure someone can handle the request right away.

(800) 726-3282 *Ask for Finance

Other Account Changes:

Other account changes may include a DBA (*Doing Business As*) name change, or a change in your credit card information where we deduct our support and upgrade costs. Perhaps you have changed banks and need to update the ACH (Automated Clearing House) information we have on file? Our accounting department can also handle this for you.

For DBA name changes we will require the following:

A written letter much like the letter requested for an address change. The difference is this letter must be on the letterhead of the new company. If in e-mail form the Logo or DBA name must exist in the e-mail. Please contact our accounting department first to determine the best email to send to.

For Credit Card Account changes simply contact the accounting department by phone or by mail. Once verified, we will revise the information we have on file for you.

If your ACH account has changed, we will need a voided check from the new bank account. A starter check may not be submitted as it must include your new business information.

The written request is proof that you or your company has authorized us to make necessary changes to your account. As such, our accounting department may contact you to verify that the request is valid and go over any discrepancies they may have come up with.

Submit all Address, DBA Name, Credit Card Account, or ACH Account Changes to:

**Cam Commerce Solutions
c/o Finance Department
17075 Newhope Street Suite A
Fountain Valley CA, 92708**

MicroBiz Newsletter Word Search

p	u	c	d	h	p	a	s	v	a	d	e	m	q
c	b	l	b	a	c	k	o	r	d	e	r	i	v
f	u	o	x	r	t	k	e	y	b	l	o	c	k
a	u	s	z	e	b	a	c	k	u	p	n	r	z
q	b	e	t	p	v	a	b	i	j	k	r	o	s
u	x	o	w	o	w	x	n	a	r	k	l	b	e
e	t	u	k	r	m	q	e	e	s	k	w	i	v
r	n	t	r	t	m	e	o	g	q	e	u	z	e
y	p	c	d	m	i	c	r	o	t	r	a	k	n
c	s	e	r	i	a	l	p	o	r	t	b	m	d
x	b	q	c	o	m	m	i	s	s	i	o	n	o
m	p	u	r	c	h	a	s	e	o	r	d	e	r

Words:

MicroBiz	Purchase Order
Keyblock	Backorder
Database	Vendor
Serial Port	Query
Customer	MicroTrak
Commission	Backup
Closeout	Report

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