To Add a Customer:

1. Click on the **Customer Center** button in the icon bar.

2. Click on **New Customer & Job** and then **New Customer**.

3. On the **Address Info** tab, enter all the data that you have about the customer.

    a. If the **Bill To** address is the same as the **Ship To** address click **Copy**. If different, click **Add New** to add the new address.

4. Click on **Additional Info** tab.

    a. Insert **Customer Type**. For example, a photographer might use customer types to record a customer's primary interest: graduation, portraiture, weddings, etc.

    b. Insert **Term.** This is a discount vendors can give their customers.

    c. Add a **Sale Rep**, if any.

    d. Select the **Send method** (mail, email or none).

    e. Select **Tax Code** (Tax or Non Tax).

    f. Select a **Tax Item** (Out of State or In State).

    g. Select a **Price Level**. Price levels let you increase or decrease prices of all items for a particular customer or job, by a percentage.

5. Click on the **Payment Info** Tab.

    a. Enter all the info you have on hand for the customer. For example, Account No., Credit Card Limit, etc...

6. Click on the **Job Info** tab**.**

    a. Enter all the info you have on hand for the customer. For example, Job Status, State Date, etc...

7. Click **OK** when done or **Next** if you want to add another customer.