

Live Clients & Contact Details Cleanup Guide

- Contact Home and Work

Communication Details

Preferred Communication Method	Email
Mobile	+254 7123456789
Work	+254 7987654321
Home	
Fax	
* Email	sampleuser@gmail.com

Mobile, Work and Home Fields

- Ensure that one of the contacts' mobile numbers is available and correctly formatted and that it is entered in either of the designated fields with the **country code** followed by the **number**, for example, **+254 7123456789**.

Email Field

- Ensure that the contacts' email address is available and in the correct format.

- Nationality

Primary Contact	
* Title	
* First Names	
Initials	
* Surname	
Suffix	
* Salutation	
* Gender	
Date of Birth	dd/mm/yyyy
Nationality	

Nationality

- Please select the nationality of the contact from the dropdown list provided.

- **Primary City, Primary Address, Primary Address Line 2, Primary Address Line 3 and County**

Add Address

Main Details

* Location	Home	* Location Use	Residential
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Location Type

* Country	Kenya	Location Type	Address
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Address Details

* Address Line 1	P.O. Box 12345	* City/Town	Nairobi
Address Line 2		County	Nairobi
Address Line 3		Postcode	00200

Additional Information

Location Notes	Any other Location Information that is provided
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OK Cancel

Address Line 1.

- Please provide the contacts address in one of the following formats.
 1. Postal Address e.g., **P.O. Box 12345**
 2. Street Name, Apartment name e.g., **Muthaiga, Oil Libya plaza**

City/Town.

- Please Use the list of cities provided in the city's lookup sheet provided.

County.

- If the contact's country is identified as Kenya, please ensure to include the county of residence as well.

Location Notes.

- Any other location information provided by the contact.