





**Initial Customers:**

Customer Name:	In-Home Educating, Inc.	Kiley, Emma	St. Louis Community Schools	Gaines, Jonathan
Opening Balance	\$1,500.00	\$100.00	\$1,000	\$350.00
Company Name:	In-Home Educating, Inc.	---	St. Louis Community Schools	---
First Name:	---	Emma	---	Jonathan
Last Name:	---	Kiley	---	Gaines
Main Phone:	314-555-7765	314-555-3001	314-555-2213	314-555-0910
Address:	111 Riverside St. St. Louis, MO 63101	5342 Lystrom St. St. Louis, MO 63101	355 Main Street St. Louis, MO 63101	1201 Burly Drive St. Louis, MO 63101
Credit Limit:	\$15,000.00	\$500	\$5,000	\$350
Payment Terms:	Net 30	2% 10, Net 30	2% 10, Net 30	Net 30
Preferred Delivery:	Mail	Mail	Mail	Mail
Preferred Payment:	---	Check	Visa	Check
Credit Card #:	---	---	4111-1111-1111-1111	---
Exp Date:	---	---	06/20XX+2	---
Name on Card:	---	---	STL Community Schools	---
Address:	---	---	355 Main Street	---
Zip:	---	---	63101	---
Tax Code:	Tax	Tax	Non	Tax
Tax Item:	State Tax	State Tax	State Tax	State Tax
Resale ID:	---	---	12-3456789	---



**CHECK YOUR WORK**

Compare your Customer List with the report titled **Customer List – Step 4**. You will need to adjust which columns are visible and their widths. (You might want to Memorize this report to make it easier to access later.)