

Change User Request for TheServerCloud



Purpose of Form

Use this for to add / remove users from
Cloudcalling servers.

Instructions

Please complete the form by entering user credentials and ticking the services required
Return the form to Andisa by scan/email to supportdesk@andisa.net
OR FAX to 01423 202846

User Details

Additional User

Remove User

RetireUser

(disable for
future use)

Client Name	I.E. "Andisa"		
User Full Name	I.E "Fred Smith"		
Logon	I.E "f.smith"		
Password			
Email Address(s)			
Services	Exchange Email <input type="checkbox"/>	Office Standard <input type="checkbox"/>	Office Pro <input type="checkbox"/>

Notes

- You can add users at any time subject to technical constraints.
Adding or removing users affects monthly cost for the hosting.
By signing this form you accept the monthly fee increase. Prices are published at
<http://www.theservercloud.co.uk/cloud-servers/pricing>
- You are able to remove users from the system however the minimum number of
users billed for is the number of users stated in the original quote.
- Requests are normally processed within 24 hours. Complete the form and telephone
if you need a user changing more quickly.

Signed _____

NAME in block _____

Date _____