



User/Customer Change Request Form

Please complete form online
Form to be completed in full and authorised
prior to being emailed or faxed to 07 3391 0135

User / Customer Details Use Tab Key to move around form

Customer name: Contact person:

Change to customer details *Only complete the following section if there has been a change to your business contact details*

Address: Phone number:

Fax number: Email:

Change to user details *Only complete the following section if there has been a change to the users contact details*

Address: Phone number:

Fax number: Email:

Service changes required

User change requested Customer change requested Both

Please describe the required changes:

Change SAAS - Software as a service

Details:

Change email

Details:

Other change

Details:

Note: All changes subject to 6YS fees and charges as per 6YS terms and conditions

Authorisation

Name: Position:

Signature Field (Digital) only use this if submitting this form by email

Signature: Date: Phone number:

6YS Office use only