

# Adding Authorised Contacts

Business Telecom Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

I, the undersigned authorise the below listed individual(s) to be added to my existing Business Telecom Accounts.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Access: Main   
 Secondary   
 Technical

Access: Main   
 Secondary   
 Technical

## Main Contact:

## Secondary Contact:

## Technical Contact:

### ALL ACCESS CONTACT

Finance Enquiries and discuss details of contract

Billing Enquiries and discuss details of contract

Order New Services and Cancel Services

Approve Service work and quotations

Access to log in passwords

Add additional contacts

### View and receive Phone Bills

Pay Phone bills

Discuss Phone bills

Report Equipment Faults

Report Network Faults

### IT Person

Usage Notifications

Usage enquiries

Configuration details

I understand that this request is valid until further written notice.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_