



Adding Authorised Contacts

Nexgen Account Number: _____

Account Name: _____

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

Name: _____

Email: _____

Date of Birth: _____

Access: Main

Secondary

Technical

Name: _____

Email: _____

Date of Birth: _____

Access: Main

Secondary

Technical

Main 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

Secondary Contact:

View and receive Phone Bills

Pay Phone bills

Discuss Phone bills

Report Equipment Faults

Report Network Faults

Technical Contact:

IT Person

Usage Notifications

Usage enquiries

Configuration details

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

Name: _____

Signature: _____

Date: _____

