



# 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: \_\_\_\_\_

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

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

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

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

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

Access: Main

          Secondary

          Technical

Access: Main

          Secondary

          Technical

Main Contact:	Secondary Contact:	Technical Contact:
<p><b>ALL ACCESS CONTACT</b></p> <p>Finance Enquiries and discuss details of contract</p> <p>Billing Enquiries and discuss details of contract</p> <p>Order New Services and Cancel Services</p> <p>Approve Service work and quotations</p> <p>Access to log in passwords</p> <p>Add additional contacts</p>	<p>View and receive Phone Bills</p> <p>Pay Phone bills</p> <p>Discuss Phone bills</p> <p>Report Equipment Faults</p> <p>Report Network Faults</p>	<p>IT Person</p> <p>Usage Notifications</p> <p>Usage enquiries</p> <p>Configuration details</p>

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

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

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

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

