



North Bay Computer Services Inc.

299 Main Street West  
North Bay, Ontario P1B 2T8  
(705) 840-2806

## Remove an Authorized Contact Form

This is to remove an authorized contact from your authorized contacts list. You will need to fill out this form for each removed authorized contact. This does not add or remove any other authorized contacts from your list. When finished email to [info@nbc.ca](mailto:info@nbc.ca).

### Contact Information

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

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

Job Title: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Phone Extension (numbers only): \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

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### Authorized Signatory

The person executing this for and on behalf of their Company represent that they have the required authority to bind the entities on whose behalf they are signing.

#### **This contact must be authorized to:**

- ✓ Make account changes (e.g. change authorized contacts or monthly billing)
- ✓ View or request passwords
- ✓ Make or approve purchases
- ✓ Request service calls or support (including billable hours)

Additional Notes:

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Name of the authorized contact who is filling out this form: \_\_\_\_\_

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

Authorized Contacts Form

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