



**North Bay Computer Services Inc.**

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

## Update or Add an Additional Authorized Contacts Form

This is to update an existing contact or to add an additional contact, after the Authorized Contact Form has already been filled. This does not 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: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

### This contact is 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)
- Other \_\_\_\_\_

### This contact should:

- Receive billing emails
- Receive marketing emails
- Receive report emails (such as ticket closings or project updates)

Is this person the new billing contact?

- Yes
- No

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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:**

**This contact is 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: \_\_\_\_\_

When finished email to [info@nbcs.ca](mailto:info@nbcs.ca).