

OFFICE MAX SOLUTIONS AND IMPRESS USER REQUEST

Provide the following information and then email form back to me. An email will be sent to you when user changes have been made. Changes will normally be made within 2-5 business days.

ACTION: (X) ONE THAT APPLIES

NEW USER SET UP

UPDATE my current user information

DELETE USER FROM OFFICE MAX SOLUTIONS AND IMPRESS

SET UP NEW USER: (provide the following information and email form back to:

donna.blunck@drake.edu

- NAME: _____
- ADDRESS to Ship to including room number or floor if applicable: _____
- DEPARTMENT: _____
- FOAPAL: _____
- TELEPHONE NUMBER: _____
- EMAIL ADDRESS: _____
- SET UP FOR IMPRESS (X): YES NO

UPDATE MY CURRENT USER INFORMATION:

DELETE USER FROM OFFICE MAX SOLUTIONS AND IMPRESS:

NAME: _____ DEPARTMENT: _____

REASON FOR REMOVAL (X): No longer working at Drake Other

