**Collabrance Change Form**

**Add or Remove Servers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subscriber: |  | | | | | |
| City, State: |  | | | | | |
|  | | | | |  |  |
| **Servers Being Added/Removed** | | | | |  |  |
| **Server Name** | | **Add Server** | **Remove Server** | **Date of Change** | **Server Migration Billing Exception Needed** | |
| **30 Days** | **60 Days** |
|  | |  |  | --/--/2024 |  |  |
|  | |  |  | --/--/2024 |  |  |
|  | |  |  | --/--/2024 |  |  |
|  | |  |  | --/--/2024 |  |  |
|  | |  |  | --/--/2024 |  |  |
| Comments: | *Collabrance requires 7-10 business days lead time to cancel service. All services are billed for the entire month in which service is canceled.*  *.*  **\****\*If adding services please submit an Order Form along with this document.* | | | | | |

**Service Provider’s Technical Contact Coordinating the Addition/Removal Activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| Service Provider: |  | | |
| Technical Contact: |  | | |
| Phone: |  | Email: |  |

**Authorized Signature**

Print Name:

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: --/--/2024

***Please submit the completed form to Orders@Collabrance.com***