**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***