



KAZMAREK
TECHNOLOGY SOLUTIONS, Inc.

Client Name: _____

User Add / Modify Form

Employee Information

Employee Addition Or Employee Replacement

First Name: _____ Middle Initial: _____ Last Name: _____

Contractor: Yes | No

Department: _____ Position Title: _____

Reports To: _____

Start Date: _____

IT Information/Login Access

Company Network Login Required: Yes | No

Remote/VPN Access Required: Yes | No

Security Group / Folder Access: *List specific folders, shares, drives, or another user to mirror access*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E-Mail Setup

E-mail Required: Yes | No

E-mail License Type:

Primary E-Mail Address: _____

Alias E-Mail Addresses:

_____	_____
_____	_____

E-Mail Distribution Lists:

_____	_____
_____	_____
_____	_____
_____	_____

Additional Full Mailbox Access:

_____	_____
_____	_____

Additional Send As Mailbox Access:

_____	_____
_____	_____

Phone

Desk Phone Required: Yes | No

Phone Number/Extension Desired: Phone: _____ Ext: _____

Hardware

New System Requested (will require quote/approval): Yes | No

If yes, list any specific hardware/spec requirements: *Laptop Or Desktop | Budget, Standard, or Performance model*

Re-Assign Existing System: Yes

If yes, which existing computer: _____

Network / Local Printers Needed:

Software

Standard Software Package Includes:

- Adobe Reader
- Google Chrome
- Microsoft Office (If Licensing Was Selected/Available)
- Other:

Additional Accounts / Access

AppRiver, EveryCloud, Adobe Creative Cloud, RingCentral, Duo, Great Plains, Fishbowl, etc.