



FREEDOM INTERNET FIXED PACKAGE CHANGE REQUEST FORM

IMPORTANT:

- Your change request must adhere to the terms of your contract.
- Room removals will take effect from 1st of the following month.
- All changes go through an internal approval process before actioning the change request, so you may hear from your Account Manager if we are unable to action your below request due to contractual obligations, or if further information is required. You will be notified via email upon approval or rejection of your request.

Please submit this completed form to accountmanagers@freedominternet.org

BUILDING INFORMATION

Building Name	
Building Address	
Manager Name	
Manager Contact Phone	
Manager Contact Email	

ROOMS TO BE ADDED

INDIVIDUAL ROOM NUMBERS	PREFERRED DATES TO BE ADDED	MODEM INSTALLATION REQUIRED? Y/N

ROOMS TO BE REMOVED - Room removals will take effect from 1st of the following month.

INDIVIDUAL ROOM NUMBERS	PREFERRED DATES TO BE REMOVED

I confirm that I have read and understood the above.

NAME _____ SIGNED _____ DATE _____

FREEDOM INTERNET OFFICE USE ONLY

Building Name _____ Autotask ID _____

Request received date _____ Total number of rooms prior to change _____ Number of rooms added _____ Total number of rooms removed _____

New total number of rooms _____ To take effect from date _____ Account Manager initial _____ Approved by GM _____