

Delete User Request

Please use this form to delete users from your Virtual Office account (to add users or modify their services, please use the New User / Modify User Worksheet). If you are requesting deletion of a large number of users, please contact support for help with additional forms.

Please return completed form to your Onboarding Specialist or support@vofficeglobal.com.

General Information

Company Name: _____

Date Submitted: _____

Desired Deletion Date: _____

Primary contact Information. Who may we contact if we have questions about your request?

Name: _____

Email: _____

Phone: _____

Delete User Information

User(s) belong to the following domain: _____

IMPORTANT NOTE: Virtual Office's standard protocol for deleting users includes removing the user's profile and purging their email and all system-stored data (i.e. – data in their personal briefcase, calendar or contacts). VO will provide electronic file copies of this data, at an additional fee*, and **only upon request**. If the Archive Request box below is not checked, VO will permanently delete all emails and files from the user's profile.

Name	Email Address	Archive Old Data?		"Forward To" Address
		YES*	NO	
<i>Example: John Smith</i>	<i>jsmith@abcdco.com</i>	<i>X</i>		<i>mhoward@abcdco.com</i>

*Provide archive files to: _____
Compliance and/or regulatory requirements or restrictions may apply. The per-user fee for archiving is specified in your VO Service contract. Please contact Virtual Office if you have any questions.

For Virtual Office Use Only:

New Customer Setup

Configuration Change

Received by: _____ Date: _____ Extended Service (ESP) Member? YES NO

Desired Deletion Date: _____

File path to User Information Worksheet: _____

Archive Requested?

YES Files sent to: _____ Date: _____

NO

Date Complete: _____ Changes Provided to VO Billing: _____

Notes: