

# Onboarding Notification

Please use this form to notify Virtual Office of anticipated onboarding scheduling for new user groups.

Client onboardings vary in size and scope so advance notice is critical to ensure proper scheduling and resources for your onboarding project. Once you have a good understanding of your client's onboarding needs, complete this form and return it to [support@vofficeglobal.com](mailto:support@vofficeglobal.com).

Due to the complex nature of the onboarding process, this form must be submitted at least two weeks prior to the desired onboarding date.

**Your Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Name of Company to Onboard:** \_\_\_\_\_

**Desired Onboarding Date:** \_\_\_\_\_

**Geographic location of the company:** \_\_\_\_\_

**Estimated total number of users:** \_\_\_\_\_

**Estimate of the number of users for each of the following products:**

Base Product	Archiving	VO Docs	Web Conferencing	CRM	Email Encryption

**For Virtual Office Use Only:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: