

## CLIENT CONTACTS & LOCATIONS

Stringfellow requires all Clients to have an Agreement Administrator (AA) designated with us. Please list any other contacts that have authorization to act on behalf of your Company. The role descriptions are listed below.

All locations listed will be included for onsite support, managed firewall and wireless, and managed backup and cloud recovery services.

**NOTE:** In order to make changes to either of these lists, an AA will need to email [contracts@stringfellow.com](mailto:contracts@stringfellow.com)

### CLIENT CONTACT ROLES

CONTACT NAME	EMAIL	PHONE	AA	UA	UT	BC	TC	HR

### ROLE DESCRIPTIONS

ROLE NAME	ROLE DESCRIPTION
Agreement Administrator: AA	Main point of contact for overall relationship with STG. Authorized to perform functions in <b>all</b> roles.
User Additions: UA	Authorized to request that user accounts be setup in Client environment.
User Terminations: UT	Authorized to request that user accounts be disabled and/or removed from Client environment.
Billing: BC	Authorized to make payments, inquire about account balances and other billing related requests.
Technical: TC	Authorized to approve technical changes in the Client environment. Main technical contact for STG.
Human Resources: HR	Authorized to approve data access requests, including access to other user's data or applications.

### SERVICE LOCATIONS

LOCATION ADDRESS(ES)

### APPROVED BY

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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