



Update Contact Information

In order to update your contact information on file, please fill out the following information using your PDF reader or print and complete the document by hand (please take extra care to write legibly). Once finished, return via fax to 888.825.0800 or email to Billing@VirtualPBX.com.

Account and Contact Information:

Company Name: _____
(Company must be same as Federal Tax ID documentation if signing up under a Federal Tax ID)

Street: _____ City: _____

State: _____ Zipcode: _____ Country: _____

Mailing Address:

Leave blank if mailing address is the same as the address listed above.

Street: _____ City: _____

State: _____ Zipcode: _____ Country: _____

Primary Contact Information:

Does this contact have an extension number that grants them access to the vConcole as a System Admin?

If yes, what is their extension number: _____ If no, do you need an extension set up? _____

Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Additional Contacts:

Please specify whether each contact should have full system ownership priveleges or billing only priveleges.

Name: _____ Privelege Type: _____

Email: _____

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Email: _____