

ATLASCLOUD

NEW ACCESS CARD REQUEST

This Agreement is to be appended to the original Services Agreement between Atlas Cloud ("A C") and:

CLIENT NAME: _____
ADDRESS: _____

REQUESTED BY: _____
EMAIL: _____

New Access card to be granted to the following individual:

NAME: _____
ROLE TITLE: _____
PRIMARY PHONE: _____
CELL PHONE: _____

ATLAS CLOUD ADMIN USE ONLY

ACCESS CARD #: _____
ACCESS TYPE: _____
ACCESS CODE: _____

TERMS AND CONDITIONS

- Each additional Access card costs \$50.00, to be invoiced on your next invoice cycle.
- Access cards are only to be used during the times listed under Access type.
- Access cards should be treated like keys. Do not lend them to anyone.
- Access cards must always be kept in a secure location.
- Lost and stolen cards must be reported to AC immediately so they can be deactivated.
- Be aware of people following you through a secured door or other entrance without using their own card. This can happen either with or without your knowledge and/or consent.
- All Access cards must be returned to the issuer after the end date in order to be reused and recycled.
- All previously stated Terms, Conditions, and Rules for Atlas Cloud services apply to the above-listed requests.

THIS AGREEMENT IS READ, UNDERSTOOD, AND SIGNED BY THE FOLLOWING AUTHORIZED INDIVIDUALS.

SIGNATURE: _____ **DATE:** _____
AUTHORIZED SIGNOR: _____ **SIGNOR TITLE:** _____

RECEIVED BY:
SIGNATURE: _____ **DATE:** _____