

Client Change of Contact

Form for reporting address, phone or associate changes

OnYourMark, LLC

A Fine Family of Companies

22603 West Main Street
Sussex, WI 53089

Ph: 262.820.8201 Fax: 262.820.8202
Outside Metro Milwaukee Call Toll Free: 800.747.3399

www.OnYourMark.com
office@OnYourMark.com

Client requesting change:

Name: _____ Title: _____

Company: _____ Email: _____

Domain(s): _____

Reason for change:

Address Change Phone/Fax Change Contact Person Change Email Change

Other: _____

Contact Person Change:

1) Add as New Contact Delete Contact Change Contact to New*:

Contact Name: _____ Title: _____ Email: _____

*New Contact Name: _____ Title: _____ Email: _____

This contact is the: Primary Contact Alternate Contact Tech Contact Other N/A

2) Add as New Contact Delete Contact Change Contact to New*:

Contact Name: _____ Title: _____ Email: _____

*New Contact Name: _____ Title: _____ Email: _____

This contact is the: Primary Contact Alternate Contact Tech Contact Other N/A

3) Add as New Contact Delete Contact Change Contact to New*:

Contact Name: _____ Title: _____ Email: _____

*New Contact Name: _____ Title: _____ Email: _____

This contact is the: Primary Contact Alternate Contact Tech Contact Other N/A

Address, Phone or Fax Change:

Current Contact Information:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Toll Free: _____

TR#: _____ Web Only#: _____ Cell: _____

New Contact Information:

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Toll Free: _____

TR#: _____ Web Only#: _____ Cell: _____

Other Notes: _____

Please fax this completed form to 262.820.8202. Thank you!