**EMAIL ADDRESS APPLICATION FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Customer Information**  PLEASE COMPLETE IN BLOCK LETTERS | | | | | | | |
| **A.** | First Name |  | | **B.** | Last Name | |  |
| **C.** | Business / Organization | | |  | | | |
| **D.** | Physical Address | | |  | | | |
| **E.** | Postal Address | | |  | | | |
| **F.** | Email Address | | |  | | | |
| **G.** | Telephone (H) | |  | **H.** | Telephone (W) |  | |
| **I.** | Mobile | |  | | | | |

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| **2. Email Service Details** | | | |
| **A.** | Number of Email Addresses |  | |
| **B.** | Do you already own a domain? | Yes | No |
| **C.** | If yes, write domain name |  |  |

|  |  |  |
| --- | --- | --- |
| **3. Email Account Details** | | |
| **Username** | | **Password:** Numbers Only (Minimum 6 characters) |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

|  |  |
| --- | --- |
| **4. Acceptance of Terms and Conditions** | |
| I confirm that the above information is accurate, and I agree to the terms and conditions of Leo’s managed email service. | |
| **Client Signature** | **Date** |
|  | **YYYY/MM/DD** |

**FOR LEO INTERNAL USE ONLY**

|  |  |
| --- | --- |
| **5. Signature** | |
| **Application Received By** | **Date** |
|  |  |
| **Notes** | |
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