**EMAIL ADDRESS APPLICATION FORM**

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| **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 |  |  |

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

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| **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**

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