



WolfCopy

Authorization Form

TO: _____ FAX: _____

RE: Authorization for Manual Billing and/or Access Codes

COPIER ID: _____

Dear Customer:

You have requested to use access codes or manual billing and will not have a card reader. Each month your WolfCopy Customer Representative will submit a meter reading for your equipment. The meter reading will be used to calculate your number of copies and the copies will be billed to your Project ID.

You will continue to receive a monthly invoice and we will remove the card reader. Due to this change I need the following information for billing purposes. Please complete the needed information below. You may fax the form to me or return it through you CSR. Thank you for choosing WolfCopy for your coping needs.

Lisa Pittman
WolfCopy
Voice: 513-2793
Fax: 515-7332

Key Contact/Phone

Date

Department/Box

Building

Room

Project ID (Formerly known as FAS)

Phase (5 Digits)

52600
Account Code (5 Digits)

Bookkeeper

Signature