

Use this form to convey new or updated information to the UNC Lewan/Xerox Customer Care Team. *Please save this form using a unique file name, then email to Misty Weatherford and Lety Shephard Misty.Weatherford@xerox.com; Lety.rivera@xerox.com*

1. Is the information provided here for an existing or new Xerox device? NEW EXISTING
2. Device Model:
3. Serial Number:
4. FOAP:
5. Contract Number:
6. Is this unit to be invoiced with other Xerox devices? YES NO

If yes, please list the model and serial numbers for other devices to be invoiced collectively. These units should be accessible on the same self-help portal account

If no, this machine is the only machine to be available OR list machines to be unlinked "unpaired" from this portal access

7. DEPARTMENT: UNIV/OF NORTHERN COLO-
8. **Physical location of this unit:**
 - a. STREET ADDRESS:
 - b. BUILDING & ROOM #:
 - c. CITY, STATE, ZIP #:
9. *ON-CAMPUS SHIPPING & MAILING ADDRESS - off-campus delivery of supplies will be delivered to the physical address shown above*
BILLING & CAMPUS DELIVERY LOCATION:
CAMPUS DELIVERY:
501 20TH Street; CAMPUS BOX

Point of Contact (POC)

Name

Phone

Email

Should this POC have access to the self-help portal for payments, requests of service and supplies? YES NO

Please grant, or remove, access to the Self-Help Portal as specified

Once this information is received, and processed, by Lewan/Xerox, you will receive an email of confirmation. Do you prefer, or require, a phone call with Misty or Lety, to discuss this matter, in addition to the email confirmation? YES NO

What day of the week and time works best for contacting you?

Submitted & Approved by:

SIGN HERE