



SAVANNAH SHREDDING AUTHORIZED CONTACT UPDATE
SAFE. SECURE. SHREDED

Please update the list of approved contacts for _____

- Add the following to the list of authorized contacts
- Delete the following from the list of authorized contacts
- Replace all previously authorized contacts with the following

Admin contacts will have the authority to add or remove authorized contacts and have the ability to add or remove web users. Only Admin contacts will have the authority to request changes to services, such as changing service frequency, adding or removing shred containers, and cancelling services.

Billing contacts will receive all invoices, have web access, and update billing information.

All authorized users will be able to call to schedule service, schedule additional service, and reschedule service.

TYPE OF USER	NAME	TELEPHONE	EXTENSION	EMAIL	SEND

I approve the changes to the list of authorized contacts for my business.

Signature of Authorized Representative

Print Name and Title

Date

Please email signed, completed form to office@rivermill.net or fax to (706) 317-5086