



# FACILITIES & SERVICES

## EXTERNAL CUSTOMER ACCOUNT REQUEST / CHANGE FORM

**NOTE: This document authorizes University of Toronto, Facilities & Services Division to charge the Customer for goods & services provided.**

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Finance & Administration  
 Facilities and Services Department  
 University of Toronto  
 255 McCaul Street, Level 4, Toronto, ON, M5T 1W7  
 T/P: (416) 946-5985. Fax: (416) 978-3920  
 Email: arfacilities.services@utoronto.ca

Request for: **New Customer A/C**

**Change to A/C Info**  (Enter the existing customer # below)

**Customer Number:**

### CUSTOMER INFORMATION (For A/C Changes, please enter the revised information)

Account Name: \_\_\_\_\_  
(Enter Name of Organization)

Department: \_\_\_\_\_  
(Enter Department Name)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Room # & Street Address)

\_\_\_\_\_  
(City) (Province) (Postal Code)

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

### AUTHORIZED APPROVAL BY CUSTOMER

Name of Authorized Person	Title	Signature

### AUTHORIZED APPROVAL BY Uoft FACILITIES & SERVICES DIVISION

Name of Authorized Person	Title	Signature