

**Official Microsoft Learning Products**

**Customer Setup Form**

|  |  |
| --- | --- |
| **Country/region** |  |
| **Company name** |  |
| **Organization ID** (only applicable to Cert Partners and CPLS) |  |
| **Location/MCP/ITA ID** |  |
| **Partner level**  MSPP – Gold/Non-Gold  ITA – Advanced level only |  |
| **User type** (CPLS/Cert Partner/ITA/MCT) |  |

**User details**

|  |  |
| --- | --- |
| **Address** |  |
| **State** |  |
| **City** |  |
| **Postal code** |  |
| **User ID \***  (up to 10 characters) |  |
| **Contact person**  (first name/Last name) |  |
| **E-mail** |  |
| **Phone** |  |
| **Fax** |  |

The user will receive order confirmation e-mail messages and will be copied on shipping confirmation e-mail messages.

(\*Note: Your User ID will be used to sign in to the Courseware Ordering site. Your password will be sent to you by e-mail after your account has been set up.)

**Billing details (please complete if different from above)**

|  |  |
| --- | --- |
| **Address** |  |
| **State** |  |
| **City** |  |
| **Postal Code** |  |
| **Contact Person** (first name/Last name) |  |
| **E-mail** |  |
| **Phone** |  |
| **Fax** |  |

The billing contact person will receive invoices. If you want to be the billing contact person, please contact your Regional Education Service Center (RESC).

**Shipping details (please complete if different from above)**

|  |  |
| --- | --- |
| **Address** | P.O. |
| **State** |  |
| **City** |  |
| **Postal code** |  |
| **User type** |  |
| **Contact person** (first name/Last name) |  |
| **E-mail** |  |
| **Phone** |  |
| **Fax** |  |

This is the default shipping contact and address. This information can be changed during online ordering or updated on your online profile .The shipping contact person receives shipping confirmation e-mail messages.

**Keeping your records updated**

Thank you for completing this customer setup form. Please send the form to your RESC.

Please be sure to keep your online profile updated so you are kept informed of any important ordering changes. If there is a change in your organization or partner status, please contact your RESC found on: http://www.microsoft.com/learning/support/worldsites.asp