



Microsoft Business Solutions Change of Partner/Consultant for PSBC customer account request form

This document indicates that **Your company's name** wish to change Microsoft Business Solutions Partner. In submitting this document **Your company's name** confirms that our current Partner is aware of our intention to transfer and we have addressed our contractual obligations with them.

Your company details	
Registered company name	
Contact name	
Contact email address	
Contact telephone number	
Address (Street, City, State/Providence if applicable)	
Company Postal Code (if applicable)	
Microsoft Product Line	
Customer PSBC Account Number	
Customer PSBC Authorized Number	

Existing Partner details <i>(details of the Partner who currently supports your organization)</i>	
Registered company name	
Contact name	
Contact telephone number	
Contact email address	

New Partner details <i>(details of the Partner who wishes to support you in the future)</i>	
Registered company name	
Contact name	
Contact email address	
Contact telephone number	
Address (Street, City, State/Providence if applicable)	
Company Postal Code (if applicable)	
Partner PSBC Account Number	
Partner PSBC Authorized Number	

New Consultant details <i>(details of the Consultant who wishes to support you in the future)</i>	
Registered company name	
Contact name	
Contact email address	
Contact telephone number	
Address (Street, City, State/Province if applicable)	
Company Postal Code (if applicable)	
Consultant PSBC Account Number	
Consultant PSBC Authorized Number	

Details of Transfer <i>(these details will enable Microsoft Business Solutions to accurately process your transfer request and improve the service that we provide to our customers)</i>	
*Change of Partner/Consultant Reasons	*Please place a X for the primary reason
Additional services provided by new Partner	
Consolidated purchase through new Partner	
Customer Satisfaction Issue- Overall Poor Partner Performance	
Customer Satisfaction Issue - Pricing/Ordering Issue	
Customer Satisfaction Issue - Slow Response	
Favorable pricing from new Partner	
*Other-See comments (comments are mandatory)	

Any additional comments you wish to mention relating to this transfer should be noted below:

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The new Partner of Record, understands that **Your company's name** will work out all open arrangements relating to this change with their current Partner of Record, however, if the **Your company's name** is on a multi-year plan, the new Partner of Record will take on any future instalment payments due. The new Partner of Record understands that if **Your company's name** is on a 3 year Instalment Plan, they do not have the option to opt-out them out of any future instalment billing until the 3 year plan is complete.

Your company's name hereby authorizes Microsoft Corporation and its affiliates to disclose to the New Partner appointed herein, information stored in Microsoft Dynamics PartnerSource Business Centre (PSBC) concerning Microsoft Business Solution recorded transactions, including contact information and Personal Identifiable Information associated therewith, to the extent necessary to allow the New Partner to provide licenses and services to **Your company's name**. PSBC is a secured web application administered by Microsoft and accessed by partners to manage, process, record and display orders of licensed software and services. These terms do not modify those of any applicable Enterprise Agreement currently in place with **Your company's name**.

Privacy Statement. At Microsoft, we are committed to protecting your privacy. Microsoft uses the information you provide on this form to notify you of important information about our products, upgrades and enhancements, and to send you information about other Microsoft products and services. Microsoft will not share the information you provide with third parties without your permission except where necessary to complete the services or transactions you have requested, or as required by law. Microsoft is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. Your personal information is never shared outside the company without your permission, except under conditions explained above. If you believe that Microsoft has not adhered to this statement, please contact Microsoft by sending the America's Operating Center an email at emaoc@microsoft.com; the Asia Pacific Operating Center an email at mbslques@microsoft.com; or the European Operating Center an email at eocdpc@microsoft.com.

Print Name _____

Signature _____ Date _____

*Licensee signature

“By signing this, I accept that Microsoft may inform my old Partner about this request for transfer”

Submit this form through the Online Service Request Tool (MIMOS) available on PartnerSource via:
<https://mbs2.microsoft.com/Support/OperationsIncidents.aspx?Mode=Create>

Please allow a minimum of two business days from the date we receive this template duly completed to process the manual request.

Please note that we cannot process this transfer unless all mandatory fields are completed - fields marked * are mandatory. Upon completion of the Customer Transfer, we will confirm the change to the new Partner.

Please indicate if no Partner has been selected, in which case, you will be prompted to select a new Partner by the time you place a new order for licenses. Microsoft Business Solutions can assist in identifying a suitable Partner).

Disclaimer: This document is a Customer request to Microsoft that Microsoft registers the transfer of Partner for the Customer. Microsoft has no liability whatsoever in relation to any consequences that the processing of this request from the Customer may have.