



Email License Quantity Change Form

Please complete the fields below to request that TAC CIRA increase or decrease your county's email license quantities. By completing this form, you authorize TAC CIRA to purchase and/or remove licensing on your county's behalf. Important: Licensing purchased by CIRA will not automatically be assigned. It is the county's responsibility to ensure that licensing is appropriately assigned to users or left unassigned. Questions? Contact TAC CIRA at (800) 456-5974.

County:

Employee Name:

Employee Title or Position:

Email Address:

Phone Number:

License Type:

Table with 4 columns: License Type, Price, add, delete, Qty. Rows include Microsoft 365 Business Basic, Standard, Premium, Office 365 Enterprise (E1, E3), Exchange Online Plan 1 & 2, and Office 365 - F3.

Add-on features:

Table with 4 columns: Add-on feature, Price, add, delete, Qty. Rows include Email Archiving, Microsoft Defender for Office 365 Plan 1 & 2, and Microsoft Entra ID P1.

*In addition to the license cost, a 30% management fee will be added to provide your county with comprehensive, hands-on customer support from TAC CIRA.

Printed Name of Department Head:

Email of Department Head:

Signature of Department Head:

Date:

Please send the completed form to support@county.org or fax to (512) 479-1807.