



License Quantity Change Form

Please complete the fields below to request the addition or deletion of email licensing for your county – whether you are onboarding to TAC CIRA email services for the first time or adjusting existing license quantities. By submitting this form, you authorize TAC CIRA to purchase and/or remove licenses on your county’s behalf. Important: **Licensing purchased by CIRA will not automatically be assigned. It is the county’s responsibly to ensure that all licenses are appropriately assigned to user accounts or left unassigned as needed.** Questions? Contact TAC CIRA at (512) 615-8915.

County: _____

Employee Name: _____

Employee Title or Position: _____

Email Address: _____

Phone Number: _____

Mailbox Licenses:

Microsoft 365 Business Basic \$6.37/month	add	delete	Qty: _____
Microsoft 365 Business Standard \$16.12/month	add	delete	Qty: _____
Microsoft 365 Business Premium \$28.47/month	add	delete	Qty: _____
Office 365 Enterprise - E1 \$10.27/month	add	delete	Qty: _____
Office 365 Enterprise - E3 \$25.87/month	add	delete	Qty: _____
Exchange Online Plan 1 5.07/month	add	delete	Qty: _____
Exchange Online Plan 2 \$10.27/month	add	delete	Qty: _____
Office 365 - F3 \$5.07/month	add	delete	Qty: _____

Add-on Licenses:

Email Archiving (domain-wide) \$3.90/month	add	delete	
Microsoft Defender for Office 365 Plan 1 \$3.90/month	add	delete	Qty: _____
Microsoft Defender for Office 365 Plan 2 \$10.40 month	add	delete	Qty: _____
Microsoft Entra ID P1 \$6.50/month	add	delete	Qty: _____
Adobe Acrobat Pro for Enterprise \$85/year	add	delete	Qty: _____

All licenses include 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.