



Primary Contact of Record Change Form

In order to change the Primary Contact of Record on the account, this form must be completed. A Signature from an Owner, President or Vice President of the company is required. Execution of this form DOES NOT TRANSFER OWNERSHIP OF THE SOFTWARE LICENSE(S). To request a license transfer agreement, please contact our Database Management Team at the number/email address listed below.

I, _____, as Owner President Vice President

of _____ give my consent to change the Primary Contact of Record on the Point and/or PointCentral Software account from the current listed Primary Contact of Record and hereby appoint

_____ as the new Primary Contact of Record. I understand that by appointing this person as the new Primary Contact of Record I am giving them full authorization to make changes to the account, including the right to change company information, change passwords, purchase/cancel seat licenses, authorize license transfers, etc.

Account ID **OR** Serial Number: _____

Signature of Consenting Official: _____

Signature of New Primary Contact: _____

Title: _____ Email Address: _____

Date: _____

Please note: The completion of this form only changes the Primary Contact of Record – it does not change the MyCalyx.com Administrator or any other information on the account – additional forms are required for all other changes needed.

Please return the completed form via fax to 214-780-0686 or via email to databasemanagement@calyxsoftware.com

Calyx Software – Database Management Team
3500 Maple Avenue Suite 500 Dallas, Texas 75219
Phone: 1.800.362.2599 ext #4520 (must press ‘#’ first, then 4520)
Fax: 214.780.0686 Email: databasemanagement@calyxsoftware.com