



BUSINESS SERVICES DIVISION
Office Max Web-Site Account Set-up Request

Account Number: 476642

User Name: _____

Phone Number: _____

E-Mail Address: _____

Desktop Location: _____

(Consignee Number) (Building, Room, Module of where goods will be delivered)

Department Name: _____

Unit	Dept. ID
MB075	

Who has signature authority for this Department ID?

Name: _____

E-Mail Address: _____

Phone Number: _____

Signature of User Date

Signature of Authorized Signer Date