



# UPDATE AUTHORIZED EMPLOYEE CONTACTS FORM

Updated February 2021

**Please fill out, then print, sign, scan and email this completed form to sales@dwgdistribution.com.**

*If you do not have a scanner you may fax the form to 516-933-4910, and email sales@dwgdistribution.com to confirm the fax was received.*

## Company Information

Company Name: \_\_\_\_\_

DWG Account Number: \_\_\_\_\_

## Contacts To Be Updated

Please:  Add  Remove

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Authorized Purchaser?  Yes  No

Please:  Add  Remove

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Authorized Purchaser?  Yes  No

Please:  Add  Remove

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Authorized Purchaser?  Yes  No

Please:  Add  Remove

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Authorized Purchaser?  Yes  No

I authorize DWG to make the above-listed changed to the authorized contacts on my account.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date