

## New Hire Form

Please add the following user to our account:

Company (required)

Name (required)

Title (required)

Start Date (required)

### Hardware Requirements

<input type="checkbox"/> No new hardware needed	<input type="checkbox"/> Dell Laptop	<input type="checkbox"/> Docking Station	<input type="checkbox"/> Wireless Keyboard & Mouse
	<input type="checkbox"/> Dell Desktop	<input type="checkbox"/> Monitor	<input type="checkbox"/> Other

Other Hardware (Specify)

### Software Requirements

<input type="checkbox"/> Microsoft Office 2010 Std.	<input type="checkbox"/> Office 365	<input type="checkbox"/> Adobe Acrobat Std.	<input type="checkbox"/> Quickbooks	<input type="checkbox"/> Other
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Other Software/Apps (Specify)

Distribution Lists & Folders (Specify)

### VPN Access

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Requestor Email (required)