

AroFlo

Document

Request

REQUEST FOR AROFLO TO CREATE DOCUMENT LAYOUTS OR CUSTOM FORMS

AroFlo Customer Service will be happy to create your document layouts or custom forms for you. To make the process as efficient as possible, please complete all sections of this form and attach a copy to your Support Request.

Your company name

Contact name

Contact phone

Please provide the following information

Document type	Base the layout or form on...*	Variations required (e.g. Invoice: Inc GST, Invoice: Ex GST)
<input type="checkbox"/> Quote		
<input type="checkbox"/> Invoice		
<input type="checkbox"/> Worksheet		
<input type="checkbox"/> Compliance form		
<input type="checkbox"/> Custom form		
<input type="checkbox"/> Other:		

* Name the AroFlo template you want us to use, or the name of one of your own documents (please upload a copy with your request). Please ensure any hand-written markup is legible and complete.

Client authorisation I understand that:

- AroFlo will send me an invoice for the work requested above. The invoice price will include the cost of creating the documents or custom forms, plus one round of review, during which I may request corrections or minor adjustments to the work. Changes to the scope of work agreed on will be made at AroFlo's discretion and may result in further costs,
- the invoice amount must be paid in full before work can commence, and
- AroFlo staff will need to access my AroFlo site and some of my data to upload the completed documents or custom forms. I grant access for this purpose only and for only the length of time needed to upload the documents.

Name

Position

Date
