



Microsoft ***Change of Reseller or Software Advisor***

Agreement number

Date of Notice

This notice of change in reseller or software advisor is provided according to your agreement identified above. This notice documents the change of a reseller or software advisor for the enrollment(s) identified below. Send the completed and signed form to the newly appointed Reseller/Software Advisor who will sign and submit to Microsoft.

By signing below, you represent and agree that:

- You have confirmed that (a) the newly appointed reseller is approved to offer Microsoft Volume Licensing products, or (b) the newly appointed software advisor is approved to offer services to assist in the acquisition of Microsoft Volume Licensing products.
- The change in reseller/ software advisor will take effect on the date it is executed by us.
- You must notify us and the former reseller/software advisor in writing at least 30 days prior to the date the change is to take effect.
- For changes of reseller, all amounts due under the enrollment before the effective date of the change will be paid to the previous reseller. All amounts due under the enrollment on or after the effective date of the change will be paid to the newly appointed reseller.
- You are responsible for working out all arrangements related to this change with both the previous reseller/software advisor and the newly appointed reseller/software advisor, and you are responsible for ensuring all obligations to the previous reseller/software advisor are met.
- A delay may occur in recording this change, from receipt of this notice to the date of the change, and you agree to hold Microsoft harmless from any disputes arising out of any payment(s) made to an incorrect reseller as a result of this reseller change.
- Other sections of your agreement and/or enrollment may be affected by this change if you have appointed your reseller or software advisor to other portions of your contract such as the media ship to, notices, etc. To change these in your contract, complete a "Contract Information ChangeRequest" available through your reseller or software advisor.

Customer	Contracting Microsoft Affiliate
Name of Entity	Microsoft Licensing, GP
Signature	Signature
Printed Name	Printed Name
Printed Title	Printed Title
Signature Date	Signature Date (date Microsoft affiliate countersigns)
	Effective Date (may be different than our signature date)

Identify the enrollment and purchase order below. If you have multiple enrollments associated with the above agreement and the previous reseller/software advisor is the same on all enrollments, and you wish to change all enrollments to the newly appointed reseller, please identify the additional enrollments with their associated Purchase Order below.

Enrollment number		Customer PO Number	
Enrollment number		Customer PO Number	
Enrollment number		Customer PO Number	
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Enrollment number		Customer PO Number	
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Previous Reseller/Software Advisor Information

Identify your previous reseller/software advisor below.

Software Advisor Company Name: Software Spectrum
Street Address: 2140 Merritt Drive
City and State / Province and Postal Code: Garland, TX 75041
Country: USA
Contact Name: Monte Hunter
Phone: 360 882-1909
Fax: 360 882-1934
Email Address: monte.hunter@softwarespectrum.com

Newly Appointed Reseller/Software Advisor Information

Identify your newly appointed reseller/software advisor and have them acknowledge this change by signing below.

Software Advisor Company Name: ASAP Software Express, Inc.
Street Address: 850 Asbury Drive
City and State / Province and Postal Code: Buffalo Grove, Illinois 60089
Country: USA
Contact Name:
Phone: 847-465-3700
Fax: 847-465-3277
Email Address:

The undersigned confirms that the Reseller/Software Advisor information is correct.

Name of Software Advisor ASAP Software Express, Inc.
Signature
Printed Name
Printed Title
Date

For Select Agreement customers only:

License and Software Assurance (or Software Assurance) (If known, please complete; otherwise, Microsoft Licensing, GP will complete.)

Please check the box that indicates how your License and Software Assurance or Software Assurance payments, if any, were defined.

- ☐ Payment Option 1: Neither License and Software Assurance nor Software Assurance was ordered under any enrollment(s).
- ☐ Payment Option 2: All License and Software Assurance or Software Assurance ordered to date under the enrollment(s) was prepaid through the previous reseller.
- ☐ Payment Option 3: All outstanding annual payment(s) for License and Software Assurance, or Software Assurance ordered under the enrollment(s) should be billed to the newly appointed reseller at the beginning of the 13th or 25th month of the Select Agreement.

To be completed by Customer:

Reason(s) for submitting this Change of Reseller/Software Advisor request.

- ☐ Previous reseller/software advisor no longer Microsoft authorized
- ☒ Additional services provided by newly appointed reseller/software advisor
- ☒ Consolidation of license purchases through newly appointed reseller
- ☒ Favorable pricing through newly appointed reseller
- ☐ Customer satisfaction – previous reseller/software advisor order inaccuracies
- ☐ Customer satisfaction – previous reseller/software advisor slow response time
- ☐ Customer satisfaction – previous reseller/software advisor incorrect agreement information
- ☐ Customer satisfaction –previous reseller/software advisor account manager issues
- ☐ Customer satisfaction – previous reseller/software advisor overall poor performance
- ☐ Prefer licensing purchase options through multiple resellers
- ☒ Other Previous reseller contract expired - ASAP was selected as a replacement via competitive solicitation
(if Other is checked, must provide a reason)

Additional comments and concerns:
