



Email License Quantity Change Form

Please complete the fields below to request that TAC CIRA increase or decrease your county's email license quantities. By completing this form, you authorize TAC CIRA to purchase and/or remove licensing on your county's behalf. **Important: Licensing purchased by CIRA will not automatically be assigned. It is the county's responsibility to ensure that licensing is appropriately assigned to users or left unassigned.** Questions? Contact TAC CIRA at (800) 456-5974.

County: _____

Employee Name: _____

Employee Title or Position: _____

Email Address: _____

Phone Number: _____

License Type:

Plan 1: Microsoft 365 Business Basic \$4.90/month*	add	delete	Qty: _____
Plan 2: Microsoft 365 Business Standard \$12.40/month*	add	delete	Qty: _____
Plan 3: Microsoft 365 Business Premium \$21.90/month*	add	delete	Qty: _____
Plan 4: Office 365 Enterprise E1 \$7.90/month*	add	delete	Qty: _____
Plan 5: Office 365 Enterprise E3 \$19.90/month*	add	delete	Qty: _____
Plan 6: Office 365 Exchange Online Plan 1 \$3.90/month*	add	delete	Qty: _____
Plan 7: Office 365 Exchange Online Plan 2 \$7.90/month*	add	delete	Qty: _____
Plan 8: Office 365 F3 \$3.90/month*	add	delete	Qty: _____

Add-on features:

Rackspace 365 Archiving (domain-wide) \$3/month*	add	delete	
Microsoft Defender for O365 Plan 1 \$3/month*	add	delete	Qty: _____
Microsoft Defender for O365 Plan 2 \$8/month*	add	delete	Qty: _____
Azure Information Protection Plan 1 \$3/month*	add	delete	Qty: _____
Azure Active Directory Premium P1 \$5/month*	add	delete	Qty: _____

***In addition to the license cost, a 30% management fee will be added to the price to provide your county with comprehensive hands-on customer service support from TAC CIRA.**

Printed Name of Department Head: _____

Email of Department Head: _____

Signature of Department Head: _____

Date: _____

Please send the completed form to support@county.org or fax to (512) 479-1807.