Compass Group CustomPoint User Maintenance Request Form

Please complete this form and email to compass\_group\_orders@rrd.com

### Your log in ID and password will be emailed to you within 48 hours

Phone 1-888-593-4288

**\*\*Required Info – Please Provide Sector Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\***

**Are you replacing an existing user?** Yes [ ]  No [ ]

***If so, please give existing users first & last name:***

**Are you ordering Flik Independent School Dining marketing items?** Yes [ ]  No [ ]

**Do you need to be set up with a CustomPoint Login ID?** Yes [ ]  No [ ]

**Do you need a CustomPoint Profile set up?** Yes [ ]  No [ ]

**Do you need an existing CustomPoint Profile updated?** Yes [ ]  No [ ]

**Do you need your Ship-To Address to Default in CustomPoint next time you login to place an order?** Yes [ ]  No [ ]

User Information

|  |  |
| --- | --- |
| First Name |       |
| Middle Initial |       |
| Last Name |       |
| Phone Number |       |
| Fax Number |       |
| E-mail Address |       |
| Street Address |       |
| City |       |
| State |       |
| Zip |       |
| **Cost Center #** |       |

**Additional Comments:**