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:**