

GOFILEROOM® Semi-Annual Backup Order Form

Your firm has elected to receive semi-annual data backups. The backup subscription fee is \$1,200.00 and includes two backups (one every six months) and shipping. Please note that the fee will appear as an item on your quarterly GoFileRoom subscription invoice.

Please complete the information below and fax to 734.426.5946 or email to ClientServicesTeam@TR.com to initiate the program and start receiving your backups.

CONTACT INFORMATION

Firm Name: _____

Firm ID: _____

Data Contact Name: _____
(Please identify an individual who will receive the backups)

Email Address (required): _____
(Media password will be sent to this account)

Shipping Address: _____

Your signature below authorizes Thomson Reuters to send backup media to you (or a drop-off box maintained by a provider) via a commercial delivery service provider, using an envelope or package that is addressed to the contact person identified on this form, and will contain the backup media. By signing, you hereby assume the risks associated with the shipment.

You may request an additional full backup by contacting your Account Representative at 800.968.8900. You will receive your backup(s) on either a flash drive or a USB drive, based on size.

GOFILEROOM ADMINISTRATOR

Signature: _____

Printed Name: _____

Date: _____

THOMSON REUTERS

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EMAIL ClientServicesTeam@TR.com



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