

## Requisition Form For New E-Mail Account

To,

\_\_\_\_\_  
\_\_\_\_\_

<b>Name of User</b>	
<b>Designation</b>	
<b>Organisation (If applicable)</b>	
<b>Contact No</b>	
<b>Preferred User ID *Subject to availability</b>	
<b>Email Domain</b>	
<b>Mail Box Disk Quota (Please select one)</b>	<input type="checkbox"/> Default
	<input type="checkbox"/> Custom : (Specify Size in MB)

Date:

(Authorized Signatory)

Name:

Designation: