

## 8x8 Account Ownership Consent Form Template/Example

Use the following as a **guide** for drafting a formal ownership consent form when transferring 8x8 account ownership. *Please do NOT simply fill in and submit this page. Your final document MUST:*

- include the **letterhead of the customer transferring ownership** (Customer/Assignor).
- be signed by both the Customer/Assignor and the Successor/Assignee (new customer/owner).



### 8x8 Billing Department

8x8, Inc.  
675 Creekside Way, Campbell, CA  
95008

**RE: Assignment and Consent / Case No. or Customer ID:** (Insert 8x8 Support Case Number or Customer ID)

Service Agreement dated **Month DD, 20YY** by and between **((Customer / Assignor))** and 8x8, Inc.

**Customer / Assignor  
Name:**

Phone:  
Email:

**Successor / Assignee  
Name:**

Phone:  
Email:

The purpose of this letter is to: (i) inform you that **((Successor/Assignee))** recently acquired the business of **((Customer/Assignor))**; and (ii) request that 8x8, Inc., consent to **((Customer/Assignor))** assignment of 8x8 services associated with the acquired business ("The Agreement") to **((Successor/Assignee))**, effective **Month DD, 20YY**.

In connection with the assignment of the Agreement, **((Successor/Assignee))** of **((Customer/Assignor))** has agreed to assume all obligations under the Agreement.

If you have any questions about the assignment or about **((Successor/Assignee))**, please do not hesitate to contact me at **((phone number))**.

Sincerely,

**Assignor Signature**

**Successor/Assignee Signature**

Assignor Full Name | Title | Date Signed

Assignee Full Name | Title | Date Signed

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Additional information - for Successor only

Please confirm what the 8x8 account name will be. If left blank, the current account name will be retained.

**Account name:** \_\_\_\_\_

Your account will require that you name/assign administration responsibilities to one of your staff members. Please provide the following information for your Primary Administrator.

**New Primary Administrator**

**8x8 Login Username:** \_\_\_\_\_

**First/Last Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

\_\_\_\_\_  
**Successor/Assignee Signature**

\_\_\_\_\_  
**Successor/Assignee Full Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**