

Purpose: "Microsoft and our mutual partnership runs on trust. Our commitment to compliance is deeply connected with the success of our partnership. When there is trust, we all achieve more."

We ask that our end customers acknowledge the impacts that this order adjustment may have on their products and services to ensure we are in alignment to our commitment to compliance.

When is this form needed: Microsoft's credit policy, stated in the applicable Partner Program Guides at <https://www.microsoftreadiness.com/>, says that VL Order Revisions must be submitted to your local Regional Operating Center within 60 days (some exclusions apply).

In exceptional circumstances where Microsoft agrees to review exceptions post 60 days, this form is ALWAYS required to be completed by the End Customer and submitted with the request to the Regional Operating Center (ROC).

Microsoft Volume Licensing Order Adjustment End Customer Acknowledgement Form

Purpose: "Microsoft and our mutual partnership runs on trust. Our commitment to compliance is deeply connected with the success of our partnership. When there is trust, we all achieve more." We ask that our end customers acknowledge the impacts that this order adjustment may have on their products and services to ensure we are in alignment to our commitment to compliance.

End Customer Information

Customer Enrolment Organization Name:	Williamson County-77605578-Azure WC
Customer Contact Name:	Alison Gleason
Customer Contact Email Address:	agleason@wilco.org
Customer Contact Phone Number:	512-943-1680

Partner Information

Partner Enrolment Organization Name:	SoftwareONE, Inc.
Partner Contact Name:	Erick Chavez
Partner Contact Email Address:	erick.chavez@softwareone.com

Order Information

Volume Licensing Program:	Enterprise (EA)
Agreement Number*:	
PO Number:	
Invoice Number (or Order Number for MPSA only):	
Invoice Date:	7/2/2023

*This refers to either enrolment number, Authorization number, Purchase Account Number, or PC End Number.

Order Adjustment Details

Type of Adjustment:	Adjust specific line items
Reason for Adjustment:	End Customer - Ordered wrong product
Has replacement order already been submitted?	No; ROC will submit manually at time of adjustment
If Yes, Replacement PO#:	

Explanation of Reason for Adjustment *to be completed by Partner*

End Customer Acknowledgement

I, the End Customer, understand the reason for this order adjustment request and acknowledge the impacts it may have on my available products/services. In accordance with my Microsoft agreement, I will uninstall/unassign any products/services associated with cancelled orders/line items.

End Customer Comments *optional*

Authorized End Customer Signature: _____

End Customer Job Title: _____

Printed Name: _____

Signature Date: _____